DOCUMENT RESUME

ED 449 848 JC 010 165

TITLE	Collegewide Faculty Handbook.
INSTITUTION	Valencia Community Coll., Orlando, FL.
PUB DATE	2000-00-00
NOTE	71p.
PUB TYPE	Guides - Non-Classroom (055) -- Reports - Descriptive (141)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	*Administrative Policy; *College Faculty; Community Colleges; *Faculty Handbooks; Personnel Policy; *School Policy; Two Year Colleges
IDENTIFIERS	*Valencia Community College FL

ABSTRACT

This handbook provides Valencia Community College (Florida) faculty members with up-to-date and useful information regarding college policies and procedures that enhance their effort. It presents general procedures, professional responsibilities and behavior, academic issues and procedures, curriculum, faculty personnel issues, and forms important to faculty. Examples of issues covered are: (1) Accidents, incidents, and injuries on campus or at college sponsored off-campus events involving students or college employees are to be reported immediately to security and to a department chair supervisor; (2) Should it be necessary for faculty to miss a class, the chair must be notified as soon as possible. If time allows, the chair will arrange for a substitute for the class; (3) All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive; and (4) Any employee of the college who learns of behavior that may constitute sexual harassment is urged to communicate that information to an appropriate college official. To the greatest extent possible, steps should be taken to maintain the confidentiality of any allegations of sexual harassment. Appendix describes services for students with disabilities. (JA)

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COLLEGEWIDE FACULTY HANDBOOK

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FACULTY HANDBOOK
2000 - 2001
VALENCIA COMMUNITY COLLEGE

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190 S. ORANGE AVENUE
ORLANDO, FLORIDA 32801

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850 WEST MORSE BOULEVARD
WINTER PARK, FLORIDA 32789

EAST CAMPUS
701 N. ECONLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32825

WEST CAMPUS
1800 S. KIRKMAN ROAD
ORLANDO, FLORIDA 32811

OSCEOLA CAMPUS
1800 DENN JOHN LANE
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(407) 847-9496

TECHNOLOGY INNOVATION CENTER AT MCCOY
8503 DAETWYLER DRIVE
ORLANDO, FLORIDA 32812
855-9989

ACCREDITATION

Valencia Community College is accredited by
the Commission on Colleges of the Southern Association of Colleges and Schools
to award the Associate in Arts and the Associate in Science degrees.

Valencia Community College reserves the right to make changes in the information and procedures announced in this handbook as circumstances require.

FOREWORD

Valencia's most important efforts are in teaching and learning. This handbook provides faculty members with up-to-date and useful information regarding college policies and procedures that enhance their effort. The college strives to provide instructional support systems to assist faculty and students in achieving their learning objectives.

The Faculty Handbook underwent a major review for the 1998-99 academic year. This handbook is a single document which makes important information impacting instruction available to both full-time and adjunct faculty members at all campuses. Campus provosts and department chairs may provide additional information that will assist faculty with campus issues.

The Faculty Handbook is intended to provide timely information to faculty. In order to keep the handbook comprehensive and current, a systematic review will be conducted in the 2000-2001 academic year. Announcements will be sent to the presidents of the faculty senates, the president of the collegewide faculty association, department chairs, and executive offices of the college. Further, an announcement of the impending review will be placed in the Bulletin so that faculty who wish to contribute are notified. A review committee composed of administrators and faculty members will be convened to review comments and suggest any necessary modifications and updating. If needed, a new edition of the handbook will be developed and made accessible prior to the first faculty work day for the fall term of the next academic year. This handbook may be found on the collegewide area network.

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[1] Although not included in the Faculty Handbook, the college catalog and the Student Handbook provide important information. Faculty should maintain a copy of the catalog and Student Handbook and be familiar with their contents.

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COLLEGE ORGANIZATION

COLLEGE ORGANIZATION

ORGANIZATION HISTORY, STATEMENTS OF PURPOSE AND FUNCTIONS

Founded as Valencia Junior College in February 1967, the college opened in temporary facilities on the campus of Mid-Florida Technical Institute six miles south of the present West Campus in September 1967. The governing body changed from the Orange County Board of Public Instruction to the District Board of Trustees in July 1969. Later that year, accreditation was granted by the Southern Association of Colleges and Schools.

In 1971, the college name was changed to Valencia Community College and the 188 acre West Campus with its first permanent building was occupied for the fall semester. Osceola County was added to the college district in 1974, and the Open (now known as the Central) Campus was created with headquarters in downtown Orlando. The following year, the East Campus was opened. The McCoy Center was established in 1974 and the Winter Park Center in 1986. A joint-use campus was established in Osceola County in 1987 in conjunction with the Osceola District Schools. A new 100 acre campus in Osceola County opened in 1996. In 1998, the college opened the Winter Park Campus.

VALENCIA'S STATEMENTS OF PURPOSE AND FUNCTIONS
STATEMENTS OF PURPOSE

VALUES

At Valencia we value each student as a unique individual by supporting student success, high academic and personal standards, civic responsibility, and a lifelong quest for excellence.

We value the importance of critical thinking, reading, writing, and computational skills in all programs as a necessary component of lifelong learning.

We value a communicative and friendly collegiate environment with faculty and staff who support a caring and professional relationship with our students and community.

We value the educational and interpersonal contributions to the college that people from all ethnic and cultural backgrounds bring us.

We value our ability to quickly and effectively respond to community needs through effective public private partnerships.

VISION

Valencia Community College, an innovative institution of higher education, will continue to be recognized for teaching excellence, student success, and leadership in economic development and service to the community.

MISSION

Valencia Community College, a comprehensive multi-campus community college, is a creative leader and partner in the Central Florida community. The college is dedicated to the premise that quality educational opportunities are necessary to bring together the diverse social, ethnic, political, and economic forces in a democratic and open society. The college also recognizes that each student is different and, therefore, should have available a variety of services that support student academic and personal development.

As an educational leader in the community, Valencia commits its resources to providing an open-door, comprehensive postsecondary education, including opportunities for individual growth, professional development, and academic achievement. Valencia's dedicated faculty and staff offer courses, seminars, and workshops at multiple campuses and centers utilizing traditional class curricula, as well as emerging instructional technologies. Planning and evaluation are ongoing processes to ensure institutional effectiveness.

In an effort to be continually responsive to the changing needs of the community, as well as to mandated requirements, the college provides:

- two-year college parallel program that prepares students to transfer to an upper-division college or university;
- college-preparatory courses that provide students with assistance in basic skills;
- technical programs and continuing education courses that prepare students to meet the needs of business and industry;

As a partner, Valencia enters into and stimulates cooperative relationships with local businesses and industries, public agencies, civic groups, and educational institutions as it seeks to assist in the economic development of Central Florida. These relationships are maintained through professional advisory committees, a carefully articulated curriculum, and the expertise of faculty, staff, and students. These partnerships foster a cooperative community effort as Valencia and Central Florida prepare to meet the 21st century.

ACCREDITATION

Valencia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4502) to award the Associate in Arts and the Associate in Science degrees.

THE ROLE OF FACULTY IN COLLEGE GOVERNANCE

As defined elsewhere in the Collegewide Faculty Handbook, faculty include professors, counselors, and librarians, whose primary mission is to provide instruction and direct instructional support to students. The fundamental role played by faculty is reflected in Valencia's collegial system of governance. Faculty members share decision-making responsibilities through a number of college committees and councils. The Internal Committees chart is available through the Provost Office. The major standing committees and councils of the college are described by college policy (6Hx28:3-00). The president appoints faculty members in consultation with campus provosts and faculty senates.

In addition to the committees and councils, short-term ad hoc committees or task forces are regularly formed to address specific issues. Task forces or ad hoc committees are disbanded once they have made recommendations relative to issues for which they were convened.

VALENCIA COMMUNITY COLLEGE

VALENCIA COMMUNITY COLLEGE

DISTRICT BOARD OF TRUSTEES

The District Board of Trustees is the chief governing and policy-making body of the college and is composed of citizens of the community, whose duties and responsibilities are described in the POLICY MANUAL (6Hx28:02-00, 6Hx28:02-01, 6Hx28:02-02). The current members of the Board are listed below:

Marcos R. Marchena - Chairman
Marcos R. Marchena is an attorney with the law firm of Marchena and Graham, P.A. where he practices in the areas of commercial transactions and real estate. Originally from Cuba, he has lived in Orlando since 1971. Mr. Marchena serves on the Metropolitan Board of the Central Florida YMCA and is also a director of the Hispanic Business Initiative Fund.

Edward A. Moore - Vice Chairman
Edward A. Moore, an insurance executive with Brown & Brown, Inc. is a resident of Kissimmee. He is a graduate of Ball State University and Indiana Central. He is active in civic organizations, including the Kiwanis Club and Mid-Florida Economic Development Council.

Galen J. Miller - Trustee
Galen Miller is the owner of the Arabian Nights dinner attraction in Kissimmee. She and her husband are active supporters and benefactors at all levels of education. She is a graduate of Duke University.

Jerry D. Buchanan - Trustee
Jerry Buchanan is a retired bank executive. She is a graduate of Vanderbilt University and also is a product of Florida's community college system. She resides in Orlando and is active on the Women's Business Council of the Greater Orlando Chamber of Commerce.

Dennis O. Freytes - Trustee
Originally from Puerto Rico, Dennis Freytes is retired from the military. He has lived in Orlando since 1993 and holds degrees from the University of Puerto Rico, Eastern Michigan University and Webster University.

Jacinta M. Mathis - Trustee
A resident of Orlando, Jacinta Mathis is an attorney. She is a graduate of the Florida State University College of Law and Clark-Atlanta University.

Jose M. Hoyos - Trustee
Jose M. Hoyos, a native of Puerto Rico, now resides in Kissimmee. He attended Iowa State University and is a Banking Center Manager for Bank of America. . He is a director of the Puerto Rican Chamber of Commerce of Central Florida, treasurer for the Republican National Hispanic Assembly and a member of several civic organizations.

Lawrence D. Slocum - Trustee Lawrence D. Slocum is a retired Walt Disney World executive and resides in Kissimmee. He is a graduate of Paul Smiths College and the University of Denver. He has been an active member of the Kissimmee/Osceola County Chamber of Commerce and currently serves on the Valencia Community College Foundation Board.

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DUTIES OF THE PRESIDENT AND HIS STAFF

President - Sanford C. Shugart

As chief executive officer of the college, the president is charged with carrying out the policies of the board and with administering the college in the most efficient and effective manner possible. He is responsible for the establishment of an administrative organization appropriate to the purpose, goals, objectives, size, and complexity of the college. He provides oversight and strategic direction for the college's academic, student development, and economic development programs.

Vice President for Administrative Services -Robert A. Austin

The vice president for administrative services serves as the chief business officer of the college. He is responsible for the management of the business and financial affairs of the college and serves as the advisor to the president and board of trustees on such matters. He has responsibility for facilities, computer services, financial services, personnel services, security, and auxiliary services.

Vice President for Planning and Educational Services - Michael Hooks

The vice president for planning and educational services is responsible for developing and coordinating the implementation of comprehensive strategic and tactical planning systems, student development, student services, institutional research, financial aid, registration, enrollment management, and articulation programs of the college. He provides oversight and direction for ensuring compliance with regional accreditation requirements.

Vice President for Curriculum Development, Teaching and Learning - To Be Announced

The vice president for curriculum development, teaching and learning provides leadership in the design of outcome-based curriculum, develops programs and initiatives involving curriculum design, teaching and learning methodologies in cooperation with appropriate faculty and senior administrative staff members, plans and develops models to enhance internal expertise in curriculum theory and design as well as teaching and learning strategies based on innovation "best practices," directs appropriates curriculum design and development initiatives, as well as teaching and learning activities to assure increased, measurable student learning outcomes, and plans and manages the development of a comprehensive, collegewide educational technologies plan, including significant distributed learning (distance education) components.

Vice President for Resource Development and Governmental Relations - Susan E. Kelley

The vice president for resource development and governmental relations is responsible for planning, implementing, managing, and evaluating the programs and activities of legislative and agency relations for the college ensuring that: 1) the college's needs are reflected appropriately in the priorities of local, state, and federal governments; 2) elected and appointed governmental representatives are aware of the college's mission and its role in providing high quality postsecondary educational opportunities, and advancing community, state, and national economic development; 3) the college is aware of policy development and legislative and agency actions of importance to college operations; and 4) external funds are secured through funding programs that are responsive to the college's priorities.

Provost, East Campus - Stanley H. Stone

The East Campus provost is the chief academic and operating officer of the East Campus responsible for providing academic, administrative, and fiscal leadership through the implementation of quality programs and campus activities in accordance with institutional plans, priorities, and policies.

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Provost, Osceola Campus - Silvia C. Zapico

The Osceola Campus provost is the chief academic and operating officer of the Osceola Campus responsible for providing academic, administrative, and fiscal leadership through the implementation of quality programs and campus activities in accordance with institutional plans, priorities, and policies.

Provost, West Campus - Paul A. Kinser

The West Campus provost is the chief academic and operating officer of the West Campus responsible for providing academic, administrative, and fiscal leadership through the implementation of quality programs and campus activities in accordance with institutional plans, priorities, and policies.

Executive Dean, Winter Park Campus - Ruth L. Prather

The Winter Park Campus executive dean is the chief academic and operating officer of the Winter Park Campus responsible for providing academic, administrative, and fiscal leadership through the implementation of quality programs and campus activities in accordance with institutional plans, priorities, and policies.

General Counsel - William J. Mullowney

The general counsel is responsible to the president for management and coordination of the legal affairs of the college and promulgation and revision of college policies. The general counsel reviews college contracts and assists the president with other duties as assigned. Under the direction of the vice president, resource development and governmental relations, the general counsel conducts liaison activities with governmental agencies and assists in preparation of reports to governmental agencies.

Assistant to the President, Equal Opportunity Programs - Geraldine F. Thompson

The assistant to the president, equal opportunity programs, is responsible for equity issues and policies under the direction of the president, which shall include the coordination, evaluation, and implementation of programs to ensure appropriate representation and involvement of special populations among the college's students and employees.

GENERAL PROCEDURES AND INFORMATION

GENERAL PROCEDURES AND INFORMATION

Accidents and Injuries

AUTHORITY: College Policy 6Hx28:4-12. Accidents, incidents, and injuries on campus or at college sponsored off-campus events involving students or college employees are to be reported immediately to security and to a department chair supervisor.

Advertising

AUTHORITY: College Policy 6Hx28:4-22 and 6Hx28:4-04. Advertising or solicitation is prohibited on the campuses and centers except when sponsored by a student organization under the rules set forth in the Policy Manual.

AIDS and AIDS-Related Diseases

AUTHORITY: College Policy 6Hx28:4-39. Valencia Community College has established a policy and procedures for Acquired Immune Deficiency Syndrome (AIDS) and other AIDS-related diseases for students and employees of the college. Valencia recognizes that discrimination against such infected individuals is expressly prohibited by Florida law, which accords to such infected individuals every protection made available to handicapped persons under Section 504 of the Rehabilitation Act of 1973. In accordance with law, the college offers students and employees with AIDS the same opportunities and benefits offered to other students and employees while at the same time attempting to balance the rights of such infected individuals to an education and to employment at the college against the rights of other students and employees to an environment in which they are protected from contracting the disease.

AV Booking - See LRC

Cashing Checks

INFORMATION: The college does not provide check cashing facilities for staff or students. Personal checks will be accepted upon presentation of proper identification for purchases at the bookstore or payment of tuition and fees. There is an automatic teller machine (ATM) located on the East and West Campuses.

Children on Campus

AUTHORITY: College Policy 6Hx28:4-10. The college does not provide child care services. Students, faculty and staff are expected to arrange for their personal child care in such a manner as to prevent the involvement of the college. Students, faculty and staff may not bring children to class or leave children unattended on campus.

Classroom Meetings

PROCEDURE: In case of emergency, it is necessary to know the classroom in which each class meets. To prevent confusion, instructors should not move a class from the scheduled classroom without notification. If it is necessary to move a class, the change-of-classroom form should be posted on the door. The appropriate form is available through the departmental office. It is also wise to write such notice on the blackboard so latecomers can go to the correct room. (See Emergencies later in the section)

Classroom Equipment & Facilities

INFORMATION: Normally, each classroom is equipped with the appropriate number of student desks, an instructor's desk and chair, wall chalkboard, wall bulletin board, chalk and eraser, audiovisual screen, overhead projector mounted on a mobile cart, wastebasket, pencil sharpener, window shades for room darkening, podium or raised platform for the instructor's desk, and adequate lighting. Other AV equipment may be booked for a class period by contacting your campus LRC. If any of these items are absent, the instructor should contact the department chair for assistance. If light bulbs need to be replaced or additional chairs/desks added to a classroom, please telephone the physical plant office. For more extensive maintenance or repair, please complete a maintenance request form. Forms are available in the department office.

Collection of Bad Checks or Loans, or Other Accounts Receivable

AUTHORITY: College Policy 6Hx28:6-19, 6Hx28:6-20. A twenty-five dollar ($25.00) service charge will be added to all checks returned to the college for insufficient funds. An effort will be made to collect overdue loans and bad checks before they are turned over to a collection agency. Overdue loans and deferments will be assessed a $25.00 service charge.

Collection of Money from Students

AUTHORITY: College Policy 6Hx28:4-11. Faculty and staff members are not to collect money from students for any purpose without approval of the president or a designate.

College Facilities, Rooms and Equipment

AUTHORITY: College Policy 6Hx28:11-06, 6Hx28:4-36. Use of college space, equipment, or vehicles for non-college or off-campus purposes may be approved by the president or a representative. Contact the provost of the campus or center about use of facilities. Individuals or groups wishing to use rooms or other facilities must schedule their use through the appropriate provost of the campus. For non-college purposes, special rules apply as to priority, insurance, fees, responsibility, and suitability.

Conservation of Energy

INFORMATION: Each employee and student is encouraged to contribute to conservation of water, electricity, and materials by turning off lights and water and using all materials conservatively where and when appropriate. Lights should remain turned on in the classrooms or other rooms if continued or immediate use is anticipated; if not, lights should be turned off.

Display of Posters or Other Material

AUTHORITY: College Policy 6Hx28:11-07. The campus or center student services office must approve all posters, signs, and other materials to be displayed on college property. Exceptions are classrooms and faculty and administrative offices, but discretion must be used in such display of materials. Further details are in the Policy Manual.

Dress Code For Students

AUTHORITY: Student Handbook. "Students dress is left to the tasteful discretion of the individual. However, for health and safety reasons, students are required to wear shoes at all times while on campus."

Drugs and Alcoholic Beverages

AUTHORITY: College policy 6Hx28:10-03, 6Hx28:10-14. College policy prohibits possession, sale, or consumption of alcoholic beverages on campus and unauthorized possession or consumption of alcoholic beverages at off-campus activities. In addition, illegal use or possession of drugs on campus or at any college-related activity is also prohibited. Violation of these policies may lead to disciplinary action up to and including expulsion from the college.

Emergencies

AUTHORITY: College Policy 6Hx28:4-29. Emergencies should be reported at once to campus security personnel. In the event of fire, bomb alert, storm, or other emergencies, follow procedures posted in all classrooms and offices. Fire alarms and fire doors are activated, and buildings are to be evacuated for emergencies.

Equipment, Furniture and Buildings

AUTHORITY: College Policy 6Hx28:4-36, 6Hx28:11-00. Approval of the campus provost, department chair, or other appropriate administrator and notification to the property records specialist are required prior to removal of college furniture or equipment from assigned areas. Personal property used at the college should be listed with the property records specialist. Special wiring or building alterations must have the approval of the Office of

Facilities. Approval of the supervisor of plant operations is required for attaching items to floors, walls, ceilings, and doors.

Financial Records and Reports

AUTHORITY: College Policy 6Hx28:6-00. The college is required to keep current, accurate, and appropriate records and make reports of all financial activities. Purchases must have prior approval before being made.

Firearms

AUTHORITY: College Policy 6Hx28:4-31. Except for those used by legally authorized law enforcement officers, firearms (guns) or explosives are prohibited on campus.

Fire and Bomb Alerts

AUTHORITY: College Policy 6Hx28:4-29. In case of a fire, pull the closest alarm upon exiting the building. If time allows, telephone the switchboard operator and inform him or her of the exact location of the fire. (See campus section for more information and local campus telephone numbers for security.) In case of a fire, bomb alert, or fire drill, please direct your students from the building through the nearest exit.

Valencia Community College Foundation, Inc.

AUTHORITY: College Policy 6Hx28:2-05. The Valencia Community College Foundation is a non-profit organization that furnishes financial support to the college. The Foundation may be reached by phone at 317-7950 and by mail code at DTC-1.

Fund Drives and Ticket Sales

AUTHORITY: College Policy 6Hx28:4-07. Fund raising, ticket sales, and similar activities are not permitted on campus unless approved by the president or a designee.

Gifts

AUTHORITY: College Policy 6Hx28:4-05, 6Hx28:4-06. Prior to acceptance of gifts for college use, approval of the vice president for administrative services is required. All such gifts become the property of the college.

Grounds

AUTHORITY: College Policy 6Hx28:11-01. Vehicles must be driven and parked only on regular campus or center roads or parking areas.

Health-Related Incidents

INFORMATION: Valencia does not provide campus health-care services for faculty, staff, or students. In case of a serious illness or injury, 911 should be called and the security office notified (East Campus, extension 2000, Central Campus (DTC), extension 3000, McCoy Center, extension 6750, Osceola Campus, extension 4000, West Campus, extension 1000, and Winter Park Campus, extension 6000).

Keys

AUTHORITY: College Policy 6Hx28:11-03. Keys to doors are issued through the campus plant operations office. Requests must be made for special keys. Faculty members may receive keys to their offices but must not transfer them to other persons. When no longer needed, keys are to be turned in where issued. Lost keys should be reported immediately. Duplicates must be made only through the Office of Plant Operations.

Learning Resources Center

INFORMATION: The campus Learning Resource Centers provide resources and services to support classroom instruction. Resources include access to campus and college holdings as well as access to online resources and materials (interlibrary loan) from other libraries. Equipment, staff assistance, and training are available to support

Instructional Technologies. Some services offered by the LRCs include: research/reference support, circulation/reserves, library/Internet instruction, Internet access, training/support of classroom instructional technologies, and distance learning technical support, and a collection of materials to support your classes. For more information about the LRCs and how to take advantage of resources and services, consult the Valencia website or contact your campus LRC staff.

Library - See LRC

Lost and Found

INFORMATION: All items under this category are coordinated by the security office.

Media Releases

AUTHORITY: College Policy 6Hx28:4-23. It is the responsibility of the Office of Marketing and Media Relations to prepare and present all media releases. This includes releases for newspapers, radio, and television. All information suitable for media releases should be routed to that office.

Missing, Lost or Stolen College Property

INFORMATION: The security office must be notified immediately if college property is missing, lost, or stolen.

Parking

AUTHORITY: College Policy 6Hx28:11-05. Current information regarding parking regulations is printed in the college catalog and is available in the security office.

Property Records

AUTHORITY: College Policy 6Hx28:6-26. Annual inventory is made of college property. No equipment or furniture is to be removed from the room to which it has been assigned without proper approval and notification of the property records specialist. Appropriate forms are available in departmental offices. (See Equipment, Furniture and Buildings.)

Public Contact with Faculty and Students

AUTHORITY: College Policy 6Hx28:4-08. The college does not assume responsibility for making contact between persons outside the college and faculty and students for non-college-related purposes. There is no paging or messenger service.

Rosters and Directories

INFORMATION: Listings of faculty names, phone numbers, addresses, etc., and those of students are not to be handed out or mailed to unauthorized persons or agencies.

Security of Facilities and Equipment

INFORMATION: All lost or found property is to be delivered to the security office. Classrooms are generally left unlocked except for laboratories and a few designated classrooms. To open locked facilities, obtain a key from your department chair, and be sure to lock such facilities when you leave them. Security of equipment is a major concern throughout the college.

Selling Instructional Materials

AUTHORITY: College Policy 6Hx28:7-26. Employees of the college are prohibited from selling instructional materials to students, parents, or other employees except as part of regular college bookstore operations.

Service or Maintenance

AUTHORITY: College Policy 6Hx28:11-09. Requests should be directed to the campus plant operations office for repair, service, or maintenance of college property.

Smoking

AUTHORITY: College Policy 6Hx28:4-34. Smoking is prohibited in all facilities owned or operated by the college.

Telephones

INFORMATION: Pay telephones for use by students and the public are available throughout the campuses. Administrative and faculty offices are provided telephones that are not for public use. The SUN-COM network is available for long distance calls for college business only.

Travel by Authorized Personnel

AUTHORITY: College Policy 6Hx28:7-25. Provisions are stated in the Policy Manual for those authorized to travel on behalf of the college. Accurate records must be kept of mileage and of expenses. Guidelines must be observed.

Veterans

INFORMATION: Military veterans attending Valencia may be receiving financial aid from the Veteran's Administration. A veteran is entitled to receive aid from the VA as long as she/he is enrolled and attending class. However, the college is required to report changes in a veteran's status within thirty calendar days if the veteran stops attending classes. If the thirty-day requirement is not met, the college may be liable for over-payment to the veteran, or the veteran may be required to return funds to the U.S. government. Thus, accurate attendance records for all students and prompt processing of excessive absence notices are crucial. The final class roll should contain a VET notation for each veteran.

West Campus Lake

AUTHORITY: College Policy 6Hx28:11-04. Lake Pamela on the West Campus may be used only by boats and activities authorized by the Office of Provost, West Campus. No boats from off-campus are permitted.

Windows

AUTHORITY: College Policy 6Hx28:11-08. Windows in all buildings are not designed to be opened. They are to be opened only as exits in emergencies and should be kept clear at all times.

PROFESSIONAL RESPONSIBILITIES AND BEHAVIOR

PROFESSIONAL RESPONSIBILITIES AND BEHAVIOR

Faculty Attendance, Absences, and Substitutes

AUTHORITY: College Policy 6Hx28:5-05, 6Hx28:8-17. Faculty are expected to meet all assigned classes in the rooms and at the times listed in the college schedule. No changes can be made in these assignments without approval of the chair or provost.

INFORMATION: Should it be necessary for faculty to miss a class, the chair must be notified as soon as possible. If time allows, the chair will arrange for a substitute for the class. Faculty are welcome to assist the chair in arranging for a substitute, but any substitute must be approved by the chair and must meet professional requirements. If a substitute professor is going to meet the class, faculty are requested to assist in planning for the class to ensure a positive learning experience for students.

The substitute will be paid by the college, and the absent adjunct professor's salary will be adjusted accordingly. The department staff assistant will provide the paperwork for this process. On return to duty, the professor must submit the proper absence form to the immediate supervisor. The appropriate form is available through the department office.

Classes should be canceled only as a last resort. If there is no time to arrange for a substitute, the class will be canceled by the chair. If the chair cannot be reached, the department should be called to leave the message. Someone on duty will then inform the affected class of the cancellation. The chair will assist in rescheduling this canceled class.

Academic Dishonesty

AUTHORITY: College Policy 6Hx28:10-16, 6Hx28:10-03. All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor. These penalties may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the appropriate administrator of the campus may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties that may include warning, probation, suspension, and/or expulsion from the college.

Academic Freedom

AUTHORITY: College Policy 6Hx28:5-00. Valencia Community College subscribes to the following statement regarding academic freedom:

> "Academic freedom and responsibility as they apply to teaching, research, and creativity are essential to Valencia Community College. In the development of knowledge, research endeavors, and creative

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activities, a college faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. Consistent with the exercise of academic responsibility, a professor must have the opportunity to study a full spectrum of ideas, opinions, and beliefs in acquiring maturity for analysis and judgment; the professor must present such matters objectively and skillfully.

The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, scholarly discretion, and good citizenship. The college professor is a citizen, a member of a learned profession, and an academic officer of an educational institution. He or she should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment."

INFORMATION: Should any problem arise concerning questions of academic freedom, the department chair or provost should be contacted.

Accessibility

AUTHORITY: College Policy 6Hx28:8-04. It is important for all professors at Valencia to be accessible to their students. Faculty should plan to be available to confer with their students before and after each class. The syllabus should include the time and place the professor will be available before class. After classes, the classroom can be used for after-class conferences. Informal discussions during the break in evening classes frequently provide good opportunities for giving students additional help. Faculty are encouraged to give students a phone number, email address, or fax number where the professor may be reached or receive messages.

Collegewide Faculty Association

AUTHORITY: College Policy 6Hx28:4-14. All full-time faculty on all campuses are members of the Valencia Community College Faculty Association. The function of the Association is to advise the president on matters of college improvement.

Disruptive Activities

AUTHORITY: College Policy 6Hx28:10-18. "Activities which disrupt the desired classroom setting and which are violative of this Student Code of Classroom Conduct are those which, with or without intent to do so, are disruptive of the essence of the educational process. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. In the case of the violation of the Student Code of Classroom Conduct, the faculty member may initiate personal conferences, verbal and written warnings, referral to the director of student services for counseling, and removal from the classroom pending disciplinary action under Policy 6Hx28:10-04. Examples of such disruptive or distracting activities include, but are not limited to, the following:

1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: tardiness, leaving and returning during class, and early departure when not previously authorized;
2. Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
3. Side discussion which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation; and,
4. Utterances of "fighting words" or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence.

Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as

provided in Policy 6Hx28:10-04."

Duty Hours

AUTHORITY: College Policy 6Hx28:8-02, 6Hx28:8-04. Full-time classroom professors are on duty 35 hours per work week (Monday-Friday), including a minimum of 25 posted contact hours and the remainder in other on-campus activities. Full-time faculty should be accessible to students and post schedules of their office hours. At least one of the posted office hours shall be scheduled on each day, Monday through Friday, unless otherwise specifically authorized. Adjunct faculty are required to meet all scheduled classes and to provide a mechanism for access outside of class as described in the course syllabus. Persons on 12-month contracts and/or who are not full-time classroom professors are on duty forty (40) hours per work week. During regular office hours they are to be available and accessible to students. Appropriate supervisory personnel will establish duty schedules for other personnel.

INFORMATION: A full-time faculty member teaching one 3-credit hour overload during Sessions 1 and 2 needs to schedule a 38-hour work week. Normally, a faculty member will teach no more than two 3-credit hour overloads in any given session. A 41-hour work week is required for faculty teaching two overloads.

Outside College Employment and Activities

AUTHORITY: College Policy 6Hx28:7-28. Discretion should be used by employees who engage in activities and employment outside the college with regard to professional and ethical propriety. See also 6Hx28:7-26, Code of Ethics for Public Employees.

Personal Obligations

AUTHORITY: College Policy 6Hx28:7-27. Employees of the college are expected to conduct their financial obligations in such a manner as to prevent the involvement of the college. Failure to do so may serve as grounds for dismissal.

Phone Mail Etiquette

DO...

- ? be polite and business-like in your greeting
- ? check for messages as often as possible
- ? maintain your mailbox daily by deleting heard messages

DON'T...

- ?? have background music in your recorded greeting
- ?? use the voice mail system to screen your calls
- ?? wait to hear "mailbox full; no messages can be recorded" before doing mailbox housekeeping

Privacy Rights of Students

Generally, the college, including faculty, may not release information relating to the education of students to persons other than the staff without the students written consent. To obtain consent forms or to get additional information on student privacy rights, please contact the registrar's office at extension 1506.

Professional Relationships with Students

INFORMATION: All professors face the challenge of creating the rapport with students necessary for effective learning, while at the same time maintaining professional relationships with the students as individuals. Consequently, professors must exercise judgment in their personal relationships with students by not only avoiding unprofessional or illegal (e.g. discrimination or harassing) behavior, but avoiding its appearance as well. When students have complained about unfair treatment by professors in the past, such situations could usually have been avoided had the professor exercised some restraint in areas such as cultivating close personal friendships with students enrolled in the professor's class, dating students, entertaining students at home, and drinking with select students after class.

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Sexual Harassment Policy

AUTHORITY: College Policy 6Hx28:4-44. "A community college is a community of students, faculty, and staff where the right to freedom of thought and expression coexists with a responsibility to respect the rights of others. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person; therefore, it is the college's policy to prevent or eliminate sexual harassment. Appropriate disciplinary action, including discharge or expulsion, will be taken promptly against any member of the college community who engages in sexual harassment. Likewise, the college will take appropriate action to protect from reprisal or retaliation anyone who registers a complaint of sexual harassment.

Sexual harassment is prohibited by federal law, specifically by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments Act of 1972. The Equal Employment Opportunity Commission has issued guidelines establishing that, in the employment context, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment:

1. When submission to sexual conduct is an explicit or implicit term or condition of an individual's employment; or
2. When the submission to or rejection of sexual conduct by an individual is the basis for an employment decision affecting that individual; or
3. When sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

With respect to relationships between employees of the college and students, sexual harassment constitutes unlawful behavior:

1. When academic advancement or opportunity is linked to submission to sexual pressures;
2. When sexually offensive conduct is frequent or severe; is intimidating or humiliating to students; or otherwise creates a hostile learning environment so as to interfere with a student's academic advancement;
3. When there is an unwelcome imposition of sexual requirements in the context of a relationship of unequal powers.

In order that each employee, applicant and student of the college and each applicant for employment and/or admission to the college shall be free to register a charge of sexual harassment and receive a receptive hearing and a fair decision, the college shall establish a procedure for receiving and resolving complaints of sexual harassment and making reports to the president. This procedure shall provide that complaints be kept confidential to the greatest extent possible and that any breach of confidentiality is punishable by disciplinary action, including discharge or expulsion.

It is the purpose of this policy to secure, at the earliest time possible, equitable resolutions to charges of alleged sexual harassment and to establish procedures by which charges may be presented free from coercion, interference, restraint, discrimination or reprisal, and by which students, employees and applicants are afforded adequate opportunity to resolve their differences.

Procedures:

1. Any employee of the college who learns of behavior which may constitute sexual harassment is urged to communicate that information to an appropriate college official. To the greatest extent possible, steps should be taken to maintain the confidentiality of any allegations of sexual harassment. Any breach of confidentiality by any party may result in disciplinary action, including discharge or expulsion.
2. The college's policy is to thoroughly investigate and remedy any properly reported incident of sexual harassment. Accordingly, any individual who believes he or she has been subject to sexual harassment is encouraged by the college to communicate the problem immediately to an appropriate college official.
3. Informal Procedure Any individual who feels he or she has been the subject of harassment should discuss the alleged incident informally with the EA/EO officer or a department chairperson, with the goal of halting the offensive conduct at once. Should this step fail, the official shall report the conduct to the EA/EO officer, who will investigate the allegation and attempt to resolve the problem informally, with the aim of correcting the offensive conduct. The EA/EO officer shall report results of informal complaints to the complainant, the accused individual, and the president.
4. Formal Procedure If the aggrieved individual wishes to initiate a formal complaint, or if efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written complaint with the EA/EO officer. The college will not take formal action on an allegation unless the complaint is filed in writing. In the interest of a timely resolution of complaints, a formal complaint must be filed within one-hundred-twenty (120) days of the alleged incident of harassment.
5. The EA/EO officer shall conduct a prompt, thorough and confidential (to the extent feasible) formal investigation of any allegations of sexual harassment including: reviewing documents and interviewing witnesses submitted by both the complaining party and the individual accused of the sexually harassing activity.
6. All documents, communications, and records dealing with the investigation shall be kept confidential to the greatest extent possible and shall be filed separately from the personnel files or other college records of all participants. All such files shall be maintained in the office of the EA/EO officer.
7. The EA/EO officer shall file with the president a written report within thirty (30) days after a formal sexual harassment complaint is filed indicating his/her conclusions as to whether or not there is reasonable cause to believe sexual harassment has occurred based on the evidence obtained and a recommendation as to what action should be taken by the president with respect to such harassment. The EA/EO officer shall provide a copy of this report and discuss its finding in confidential meetings with the complainant and the accused party. A faculty member accused of harassment may have the president of the Faculty Association review the findings of the EA/EO officer, including all records of the case, and discuss any findings with the president. In the event no hearing is requested before the Discrimination Grievance Appeals Committee, the president shall take such action as the president in his/her sole discretion deems appropriate within thirty (30) days of the issuance of the EA/EO officer's written report.
8. Should either the complainant or the accused party disagree with the EA/EO officer's conclusions and recommendations, that party shall within seven (7) business days after notification of the EA/EO officer's report request in writing a hearing before the Discrimination Appeals Committee. Such requests shall be filed with the EA/EO officer.

9. The Discrimination Appeals Committee shall be composed of one administrator appointed by the president, one person chosen by the complaining party from a list of thirty (30) employees of the college selected by a stratified random sample and one person chosen by the accused party in the same manner. The EA/EO officer will act as coordinator for all such conferences.
10. Review by the Discrimination Appeals committee shall take place under the control of the chair of that committee, who shall be elected by the committee. Each party shall be permitted to present his or her case in an informal manner, to present witnesses to speak in his/her behalf, to be represented by counsel, and to present such documentation as may be relevant to the committee's proceedings. However, the chair shall have the total discretion to set reasonable time limits and to exclude witnesses or evidence which is irrelevant or redundant and set forth such other procedural rules the chair shall deem appropriate. It shall be the responsibility of the EA/EO officer to coordinate the attendance at the hearing by any persons whose presence may be necessary or desirable in order to fully inform the committee.
11. Within fifteen (15) days after a hearing, the Discrimination Appeals Committee, will submit a written report which shall include conclusions and recommendations to the president with a copy to the complainant and the accused party, the EA/EO officer and each member of the committee. Within thirty (30) days after the date of such written report, the president will take such action as the president in his or her sole discretion deems appropriate whether recommended by the committee or not, with notification to the complainant, the accused party and other appropriate persons.
12. In the event that final action is taken against the accused party, copies of such final action shall become part of the personnel file of such party. All other records of the sexual harassment case shall be maintained in files of the EA/EO office. The EA/EO officer shall not maintain longer than two years any records of a complaint judged to be without merit."

ACADEMIC ISSUES AND PROCEDURES

ACADEMIC ISSUES AND PROCEDURES

Admissions/Records

AUTHORITY: College Policy 6Hx28:10-01 and College Catalog. See college catalog for complete listing of college admissions procedures and requirements.

Admissions and Registration

AUTHORITY: College Catalog. Admission requirements for all students for all credit courses and the registration process are detailed in the college catalog. Upon payment of tuition and fees the student will receive a validated identification and registration form indicating which courses are being taken. This evidence of enrollment is for use by students, professors, library (LRC), bookstore, finance, financial aid, Veterans Affairs, and other college offices and services.

Assessment Tests

See Entry and Exit Testing.

Attendance Records

AUTHORITY: College Policy 6Hx28:10-02. Regular attendance and class participation are significant factors that promote student success. Students are expected to attend all classes in which they are enrolled. Each professor determines the specific attendance policy for his/her class, but attendance must be recorded for each student. **Attendance policy for each class must be explained clearly in the course syllabus.**

INFORMATION: Many students who attend Valencia receive stipends for attending classes. Veterans are examples of individuals who receive money for going to school. The college is required to report, by the Department of Veterans Affairs, changes in veterans' status within thirty calendar days of the change (the point at which they are no longer attending class). If the thirty-day requirement is not met, the college may be liable for overpayment to the veterans. The assignment of a WF, WP, or W grade is also dependent on the last date of attendance in class. THUS, KEEPING ACCURATE ATTENDANCE RECORDS FOR ALL STUDENTS AND PROMPT PROCESSING OF "EXCESSIVE ABSENCE NOTIFICATIONS" ARE CRUCIAL. (See Excessive Absence Notification, College Policy 6Hx28:10-02)

Night students should be reminded that one evening class is equivalent to one week's work.

Automated Student Notification (Excessive Absence & Mid-Term Notices)

AUTHORITY: College Policy 6Hx28:05-11, 6Hx28:10-02 and College Catalog. Interim Progress Notification forms are to be used by faculty in place of the excessive absence and mid-term notices. The appropriate forms are available through the departmental office. Each student notification form will bear the names and student number for each of the students registered in a particular class section. Large sections (television courses, as an example) may require several pages of student notification forms. Several "bubbles" are printed to the right of each student's name in the column labeled "paragraphs." Each bubble triggers a different message or action, as listed on the back of the form.

At any time and as often as appropriate, the professor may fill in one or more bubbles designating the notices or warnings to be issued to individual students. The professor should then send the bubbled sheet(s) to Information Technology at mail code 4-12. Use a #2 pencil - not a pen - to darken the bubbles. The sheets will be scanned, and the results will be transmitted to the mainframe computer.

Darkening the bubbles numbered 1 through 8 will trigger the mainframe computer to prepare a letter to the student containing the corresponding message(s). Within 24 hours after scanning, the mainframe will react to the

notification sheets in these ways:

1. Letters will be produced and mailed to the students cited.
2. Replacement forms will be produced and delivered to the appropriate department chair's offices for distribution to the professors. The replacement forms will indicate which message(s) have been forwarded to each student within the class. The faculty member will then be able to darken bubbles on these replacement notification forms in order to complete the withdrawal process for students who do not comply with the excessive absence warning notice or to send additional messages to the students.
3. Finally, those courses for which the professor has entered a "2" warning (Your grade is below a "C") will not be deemed acceptable prerequisites for higher level course work within the same discipline until/unless a satisfactory final grade is posted. Naturally, students who withdraw (or are withdrawn) from courses cannot use those courses as prerequisites to higher-level courses. These features "plug a leak" in the computerized prerequisite check during that portion of each semester's registration period that precedes the posting of final grades for the preceding semester.

The system will prepare a duplicate copy of each letter notifying a student that he/she has been withdrawn from a particular course for the Records Office. Those withdrawal letters will be placed in the students' academic folder.

NOTICE

If the professor sends notice #8, he/she should send a reset notice if the student's performance improves. Students who have received an 8 message will not be able to register for any courses for which the current course is a prerequisite.

Class Rolls

AUTHORITY: College Policy 6Hx28:5-08. Professors are responsible for keeping attendance records for all students in their classes and for submitting these records to the Office of Admissions and Records on forms provided by that office.

INFORMATION: At the close of regular registration each session, a preliminary class roll is prepared for each class. This roll is a list of students registered. It does not include late registrants or students who adjust schedules during the "drop-add" period. Students whose names do not appear on the preliminary class roll must show official proof that they are enrolled in the class. Students not officially enrolled should be sent to the Office of Admissions and Records.

After registration has been completed (including the Drop/Add period), an official class roll is prepared and sent to each professor. If there is discrepancy between the official class roll and the students in attendance, the professor should send the student(s) to the Office of Admissions and Records to determine why their name(s) does not appear on the official class roll. If a student's name appears on the official class roll and the student has not been in attendance, the professor notifies the Office of Admissions and Records on a form (Final Class Roll Instruction cover sheet) provided by that office.

Class Schedules

AUTHORITY: College Policy 6Hx28:5-01. Schedules of classes each session correspond to the official college calendar and are distributed by the Office of Admissions and Records from information supplied from various academic departments. Professors must secure prior approval from the department chair if changing the scheduled time or location of a class.

INFORMATION: Professors must notify the administrative duty person who can inform students of the new time and/or location of the class.

Sometimes class schedules do not list names of adjunct professors and in some instances do not indicate times or room numbers for classes. Such cases (listed in the schedules as TBAs) must be referred for correct information to the administrative duty person or the department involved.

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CLEP (College Level Examination Program)

AUTHORITY: College Catalog. Refer to the college catalog regarding credit by examination options available for students.

Continuing Professional Education

AUTHORITY: College Catalog. Continuing professional education non-credit courses are offered in Orange and Osceola counties through Central Campus. A schedule of courses, times, and locations is published periodically. Continuing Professional Education is designated by the prefix "CN." Refer to the college catalog and class schedules for more information.

Copyrights: Ownership and Protection

AUTHORITY: College Policy 6Hx28:4-30. Employees have the right to trademark or copyright any literary material and to patent any inventions unless duties of their employment contract or program agreement charges them with, or includes, the duty of producing material for the college to copyright or trademark, or to develop an invention for the college to patent.

The employee shall be entitled to all profits earned from copyrighted or trademarked materials or patented inventions developed exclusively on the employee's time and without the use of college funds, materials, or facilities.

Copyrighted or trademarked material or patented inventions developed totally or partially on college time with the use of college materials or facilities or with college funding shall be owned by the college with the profits earned shared on a fifty-fifty basis until the cost to the college is reimbursed, and thereafter the employee shall be entitled to 90 percent of the profits and the college shall be entitled to 10 percent of the profits.

INFORMATION: The 1978 Copyright Law governs photocopying or reproduction of materials by individuals and libraries alike. A summary of "do's and don't's" follows. The full text of the law and guidelines can be found in the library.

A PROFESSOR MAY

Make a single reproduction, for use in scholarly research, teaching, preparation to teach a class, or library reserve of the following:

a chapter from a book;
an article from a periodical, or newspaper;
a short story, short essay, or short poem, whether or not from a collective work;
a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Make multiple reproductions for classroom use or library reserve, not exceeding one copy per student in the class, of the following:

a complete poem if fewer than 250 words and if printed on no more than two pages;
an excerpt of not more than 250 words of a longer poem;
a complete article, story, or essay of fewer than 2,500 words;
an excerpt of not more than 1,000 words or 10%, whichever is less, of a longer prose work;
one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

The inspiration and decision to use multiple reproductions and the moment of their use for maximum teaching effectiveness must be so close in time as to make it unreasonable to expect a timely reply to a request for permission.

* * *

A PROFESSOR MAY NOT

Make multiple reproductions of more than one complete short poem, article, story, essay, or more than two excerpts from the same author in the same term.
Make multiple reproductions from the same collective work or periodical issue more than three times a term.
Make multiple reproductions of works more than nine times in the same term.
Make a reproduction to create or substitute for anthologies.
Make a reproduction of "consumable" works, such as workbooks.
Make additional reproductions of a work for other courses in the school.
Reproduce the same work from term to term.
Keep multiple reproductions of a work on reserve for more than one term, unless the professor has received permission from the copyright owner.

* * *

Violations of the law may result in assessment of damages against the infringer of not less than $250 nor more than $10,000.

* * *

This is not meant to be a legal interpretation of the copyright law. Consult the text of the law and the congressional guidelines for complete information. Each distributed copy made must contain a notice of copyright.

Entry and Exit Testing

AUTHORITY: College Catalog, Florida State Statutes Sections 240.107 and 240.117. Entry placement testing is required for all first-time-in-college students. Scores from ACT, SAT, or CPT may be used if they are less than three years old. Students who have not tested previously may call the Testing Office to make arrangements for the CPT test. Although scores are not used for admission purposes, students are mandated into college-preparatory courses in English, mathematics, and/or reading if their scores fall below college-set levels.

State law requires that students demonstrate mastery of college-level academic competencies in communication and computation subject areas before they receive an AA degree or proceed on to junior-level work at a state university. Students must have all four sections of CLAST (College-Level Academic Skills Test), which assesses skills in mathematics, reading, English, and essay writing skills. The CLAST is given three times per year -- February, June, and either late September or early October. Students must register for the test and must meet minimum qualifications. CLAST review sessions, as well as preparation courses, are offered each year.

Beginning July 1, 1996, any student fulfilling one or more of the following requirements before completion of the Associate in Arts degree requirements is exempt from the testing requirements of this section:

A. Achieves a score that meets or exceeds the minimum score on a nationally standardized examination (ACT, SAT);

B. Achieves a passing score on the College Placement Test (CPT), and, as certified on the high school transcript, a cumulative grade point average of 3.0 or above, on a 4.0 scale, in college-preparatory high school course work; or

C. Achieves a passing score on the College Placement Test (CPT) and a cumulative grade point average of 2.5 or above, on a 4.0 scale, in postsecondary-level course work.

Any student denied a degree prior to January 1, 1996, based upon the failure of at least one subtest of the CLAST may use any of the alternatives specified above for receipt of the degree if such student meets all degree program

requirements at the time of application.

Fees, Fines, and Tuition

AUTHORITY: College Policy 6Hx28:6-14. A schedule of fees, fines, and tuition charges due and payable for courses and activities at registration are listed in the Catalog or other college publication. Tuition and fees must be paid at the registration period are listed in the Catalog or other college publications.

Field Trips

AUTHORITY: College Policy 6Hx28:5-10. Trips away from campus by classes must be directly supervised by a faculty member and must be approved in advance by the appropriate provost. The campus administrator on duty during the time of the field trip must be given the site of the field trip. This is especially important for evening classes. Appropriate forms are available in the departmental office.

Foreign Language Proficiency

AUTHORITY: College Catalog. Satisfaction of this graduation requirement for Valencia also satisfies the foreign language admission requirement for Florida public universities, it may or may not satisfy a specific university graduation requirement. Students are encouraged to find out the specific requirements of institutions in which they are interested.

?? Completion of two credits (two years) of sequential high school instruction in one foreign language with a passing grade each year or

?? Successful completion of nine semester hours of college credit in one foreign language or

?? For students with foreign language knowledge, successful completion of the last course in the nine-house language sequence (for example, passing FRE 1101, GER 1101, POR 1101, or SPN 1101) or

?? Demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test or a foreign language proficiency test administered by the University of Central Florida.

General Education

AUTHORITY: College Catalog. At Valencia Community College, general education includes 36 semester hours in 5 major disciplines as indicated in the catalog. These areas and the required number of credit hours in each discipline are:

1.	Communications	9
2.	Humanities	9
3.	Mathematics	6
4.	Natural and Physical Sciences	6
5.	Social Sciences	6
		36

Grading

AUTHORITY: College Policy 6Hx28:8-21. Professors should explain their grading system to their class at the beginning of the term. The professor's grading system must be a part of their course syllabus. Students should be informed regarding their progress on a regular basis throughout the session.

Notice of Unsatisfactory Mid-Session Progress

AUTHORITY: College Catalog. Please see "Automated Student Notification" in this section.

Final Grades

AUTHORITY: College Policy 6Hx28:5-13, College Catalog. Professors must record a grade for

every credit student as outlined in the College Catalog.

- Final Grade Entry forms (appropriate forms are available through the departmental office) will be placed in faculty mailboxes near the end of the term. A grade must be recorded for **every** student listed on the grade form. Use any of the following that may be appropriate: **A, B, C, D, F, I** (incomplete); **W** (withdrawn); **WP** (withdrawn passing); **WF** (withdrawn failing); **X** (audit). **Please note that a W (Withdrawal) grade can only be assigned to a student on or before the deadline.**
- In order to receive credit in a 6,000-word writing or mathematics class, students must earn a grade of "C" or better.
- An "I" grade indicates that a prior arrangement has been made between the professor and the student to complete some unfinished work within an agreed upon time period during the ensuing semester. It is recommended that the professor discuss the issue of the "I" grade with the department chair. Typically an "I" grade is given when a student has completed 80 - 90 percent of the course and for some compelling reason is unable to complete the course in the allocated time. The professor must complete and submit to the department chair an "Incomplete Grade" form for each "I" given. When the student completes the unfinished work, the professor must submit a "Change of Grade" form to the Admissions/Records Office. **The seven-digit unit number for the course number must be entered**. The appropriate forms are available through the departmental office.
- Students may register as an audit student any time prior to the end of Add/Drop period for that session. After the Add/Drop period ends, students must receive approval from the Provost to change from Credit to Audit or vice versa.
- The status shown on the Final Grade Entry form **CANNOT** be changed by faculty. Any grade that has already been entered on this form must **not** be changed by professors.
- Before turning in the Final Grade form, faculty should be certain that the following have been completed: enter the number of days absent for all students and date last attended for those receiving a W, WP, WF. (Following the deadline)
- Sign each grade sheet in the upper left section. Make certain a grade or symbol has been filled in for every student listed on the sheet. (Use a number two pencil.)
- Submit the completed Grade Entry form to the Admissions/Records Office prior to the deadline for grades. Faculty will be issued a "Grade Submitted" receipt for **each** class roll when the final grade sheets are received by that office.
- During Sessions 1 and 2, full-time and adjunct faculty are evaluated by students prior to final exams. Forms with complete instructions will be placed in faculty mailboxes. Faculty should assure students that they do not see these evaluations until after final grades have been submitted to the Admissions/Records Office. The completed evaluations may be picked up in the department office **after** grades have been turned in to the Admissions/Records Office. "Grade Submitted" receipt should be submitted to the department office when requesting the completed evaluations.
- Written comments students make on their evaluations relative to services provided by the library (Learning Resources Center), may be forwarded to the appropriate campus LRC coordinator.

W - Grade

AUTHORITY: College Catalog. Agencies and organizations which provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to withdrawal and forgiveness which are more stringent than those described below. It is the student's responsibility to verify the effects of enrollment and/or withdrawal upon financial assistance. A student may request to withdraw from a course or courses before the Withdrawal Deadline, by filing a withdrawal form in the Records Office. Request to withdraw after the Withdrawal

Deadline, require the filing of a withdrawal form in the appropriate department office(s). The Withdrawal Deadline for each session is published in the college calendar in the catalog. Grades will be determined as described below.

Withdrawal Conditions That Apply to a First or Second Attempt

On or Before the Withdrawal Deadline:
During a first attempt or a second attempt in the same course, if a student withdraws, or is withdrawn by the professor for excessive absences or other reasons, on or before the Withdrawal Deadline, the student will receive a W (Withdrawn). The student will not receive credit for the course, and the W will not be calculated in the student's grade point average. If the enrollment is in a college-level or vocational credit course, the enrollment will count in the student's total attempts in the specific course. If the enrollment is in a college-preparatory course, the enrollment will not count in the student's total attempts in the specific course.

After the Withdrawal Deadline:
During a first attempt or a second attempt in the same course, if the student requests to withdraw, or if the student is withdrawn by the professor for excessive absences or other reasons, after the withdrawal deadline, the professor will assign a withdrawal grade based upon the student's academic achievement in the class as of the student's last date of attendance, as follows:

WP: If the student was passing as of the last date of attendance, the student will receive a WP (Withdrawn Passing). The student will not receive credit for the course and the WP will not be calculated in the student's grade point average; however, the enrollment will count in the student's total attempts in the specific course.

WF: If the student is not passing as of the last date of attendance, the student will receive a WF (Withdrawn Failing). The student will not receive credit for the course; the WF will be calculated as an F (Failing) in the student's grade point average; and the enrollment will count in the student's total attempts in the specific course.
In any situation in which the student receives a WP or a WF, the previously-stated conditions will apply.
If the student does not withdraw and fails to take the required final examination, the professor will assign the student a WF (Withdrawn Failing).

If the student receives an I (Incomplete) and completes the required course work during the ensuing session, the professor will change the student's grade from I to the appropriate grade (A - F). If the student receives an I, they may withdraw from the class in the ensuing session. If the student withdraws, the professor will change the student's grade from I to WP (Withdrawn Passing) or WF (Withdrawn Failing) based on the student's completed course work.

If the student receives an I (Incomplete) and does not withdraw and does not complete the required course work during the ensuing session, the student will receive an F.

Following withdrawal during a first or second attempt, the student may, with the professor's approval, continue to attend the course for the remainder of the session.

A State Rule relative to withdrawal and forgiveness for college-level and vocational credit courses became effective Session 1, 1997. This new rule applies to all students who enroll at Valencia for the first time in or subsequent to Session 97-98-1. Any student who enrolled in a college-level credit course, a vocational credit course or a college-preparatory course at Valencia prior to Session 97-98-1 will be exempt from this policy through the summer sessions of 2002. For students new to Valencia, this rule applies to all course work taken at a state of Florida institution in or subsequent to Session 97-98-1.

Being enrolled in a college-level course for credit beyond the Official Refund Deadline counts as an attempt. The

Official Refund Deadline for each session is published in the college calendar in the college catalog.

The student may attempt the same course only three times (in the same institution or in multiple institutions) including the original grade, repeat grades and withdrawals at any point in the session. The same course means the course number is the same, or will be the same, when posted on a Valencia transcript. Auditing a course does not count as an attempt.

Conditions That Apply to a Third Attempt in a College-Level or Vocational Credit Course
These conditions apply to a third attempt at Valencia in the same college-level or vocational credit course.
The student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the session beyond the Official Refund Deadline. Upon the third attempt, the student will not be permitted to withdraw and the student will receive a grade of A, B, C, D, F, or I (Incomplete). Although the student may not withdraw, they may be withdrawn by the professor for excessive absences or other reasons, and the student will receive an F.

If the student does not withdraw and fails to take the required final examination, the student will be assigned an F.

If the student receives an I (Incomplete) and completes the required course work during the following session, the professor will change the student's grade from I to the appropriate grade (A - F). If the student receives an I and does not complete the required course work during the ensuing session, the student will receive an F.

Appeals
The student will be allowed to register for a fourth, or subsequent, attempt only with approval through an academic appeals process based on major extenuating circumstances. All conditions applicable to a third attempt also will apply to any subsequent attempt for which the student receives approval through the academic appeals process, and grades from fourth and subsequent attempts will forgive grades from previous attempts.

To appeal, students should contact the Director/ Coordinator of Student Services on their campus.

Withdrawal Rule for College-Preparatory Courses
State Rule permits only three attempts at Valencia in the same college-preparatory course. The same course means the course number is the same, or will be the same, when posted on a Valencia transcript.

Being enrolled in a college-preparatory course beyond the Withdrawal Deadline counts as an attempt. The Withdrawal Deadline for each session is published in the college calendar in the college catalog.

Conditions That Apply to a Third Attempt in a College-Preparatory Course
During a third attempt in the same college-preparatory course the student is permitted to withdraw. A withdrawal prior to the Withdrawal Deadline results in a grade of W, which does not count as an attempt (in a college-preparatory course).

If the student requests to withdraw, or are withdrawn by the professor for excessive absences or other reasons, after the Withdrawal Deadline, the professor will assign the student a withdrawal grade based upon the student's academic achievement in the class as of the last date of attendance, as follows:

WP: If the student is passing as of the last date of attendance, the student will receive a WP (Withdrawn Passing). The student will not receive credit for the course and the WP will not be calculated in the student's grade point average; however, the enrollment will count in the student's total attempts in the specific course.

WF: If the student is not passing as of the last date of attendance, the student will receive a WF (Withdrawn Failing).

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The student will not receive credit for the course; the WF will be calculated as an F (Failing) in the student's grade point average; and the enrollment will count in the student's total attempts in the specific course.

In any situation in which the student receives a WP or a WF, the previously-stated conditions will apply.
Following withdrawal from a college-preparatory course, the student may, with the professor's approval, continue to attend the course for the remainder of the session.

If the student is unsuccessful in three attempts in the same college-preparatory course:

- the student will not be permitted to register for a fourth attempt in the course, but, after seeing a counselor, the student will be permitted to register for another course(s) for which they are eligible;
- the student will be advised to contact public and/or private providers of college-preparatory instruction to gain the required skills; and
- the student will be required to retake an entry assessment and score out of the course in which the student has been unsuccessful.

Appeals

- The student will be allowed to register for a fourth or subsequent attempt at Valencia only with approval through an academic appeals process based on major extenuating circumstances. This appeal must be processed by the Fourth Attempt Deadline established by the college and listed in the College Calendar. Grades from fourth and subsequent attempts will forgive grades from previous attempts.

  Further information about this process is available in the Academic Advising and Counseling Center.

Withdrawal From College

If the student requests to withdraw from all of their courses prior to the Withdrawal Deadline, the student must abide by the previously-stated withdrawal regulations and do the following:
1. Obtain from the Admissions and Records Office a withdrawal form and secure clearance signatures from counseling, finance, financial aid, and the library.
2. Submit a withdrawal form and college I.D. (registration receipt) to the Admissions and Records Office.

If the student requests to withdraw after the Withdrawal Deadline, the student must obtain from the appropriate academic department office(s) a withdrawal form, secure clearance signatures from counseling, finance, financial aid, and the library, and return the form to the academic department.

Administrative Withdrawal

A student may be withdrawn and/or dismissed without the student's permission for failure to satisfy financial obligations to the college or for non-compliance with Florida statutes and rules or college policies and procedures related to student behavior and conduct.

Grade Forgiveness/Repeated Courses

Grade forgiveness allows a student to repeat a course and have only the most recent grade in the course calculated in their grade point average. In order to use grade forgiveness, the repeated course must be the same course. Although the student is allowed to use grade forgiveness in an unlimited number of courses at Valencia, the student may use it in the same course only twice because the student is limited to three attempts per course at Valencia. If the student is given permission for a subsequent attempt, all grades from the third and subsequent attempts will be calculated in the student's grade point average.

Forgiven grades, and the courses in which the student earned them, will always appear on the student's transcript.

The student may not repeat a course for credit for which they previously have earned a grade of A, B or C.
The student will not receive grade forgiveness for courses repeated after they have been awarded a degree or technical certificate from Valencia if the course initially was taken prior to the awarding of the degree or certificate.

The student cannot be given multiple credit for the same course unless the catalog course description indicates they can. "Repeatable or multiple credit courses" such as band, choir, selected topics, etc. may be repeated for credit. The repeat of these courses will not count as a second attempt for withdrawal and grade forgiveness cannot be applied.

The student may not use CLEP credit to raise the grade in a course in which they have earned an A, B or C. The student may not take for credit a course for which they have earned CLEP credit.

If the student repeats a course or take two courses, of which the student can receive credit for only one, the student can be allowed credit only in the course taken most recently even if the grade is lower.
In a limited enrollment, selective admission A.S. Degree program students are not guaranteed the opportunity to repeat any course(s) even a second time. For specific information, consult with the appropriate department chair or program director.

There is not consistency among colleges and universities with respect to forgiveness of grades and the way in which repeated courses are computed in a student's grade point average. Limited access programs at Florida universities and private institutions might consider the extent to which a student has used grade forgiveness and the effect on the student's GPA when selecting students for admission. Some institutions have a limit on the number of times grade forgiveness can be used. It is the student's responsibility to contact the transfer institution in order to be certain of its forgiveness policy.

Final Examinations

AUTHORITY: College Policy 6Hx28:5-12. Professors are required to give final examinations at the published college's scheduled time to all their students except audit students. Final examination schedules cannot be changed without permission of the appropriate department chair.

INFORMATION: Final examinations must be kept by the professor for at least one session following administration of the examination.

Posting Grades

AUTHORITY: College Policy 6Hx28:5-11, 5-13. Student grades shall not be publicly posted at any time.

Speakers or Guests

AUTHORITY: College Policy 6Hx28:5-09. Prior approval from the appropriate department chair and provost must be obtained for professors inviting non-faculty members as guest speakers for classes.

INFORMATION: Guest speaker approval forms are available in the departmental offices. Campus security should be notified of special guests on campus for parking and other considerations.

Independent Study

AUTHORITY: College Catalog. By working one-on-one with a professor, a student may take a course for independent study. The student must enroll for the course at the regular tuition rate and in addition pay the independent study fee of twenty-five dollars ($25.00) per credit hour, and complete the necessary forms. Independent study must be authorized by the department chair. Appropriate forms are available in the departmental office.

Machine Scoring of Answer Sheet for Exams

INFORMATION: Machine scoring of multiple-choice exams is available through the Word Processing Center. The following reports can be generated and printed after your students' answer sheets have been scanned:

1. Individual Test Results Report
2. Individual Item Response Report
3. Item Analysis Report

4. Frequency Distribution Report
5. Test Score Distribution Report

If you are interested in using this service, contact the Word Processing Center for training in operation of this scanner.

Mailboxes

INFORMATION: Each faculty member is provided a mailbox normally located near the respective departmental area. Assignments and location may be determined through the department staff assistant. Intra-college mail is circulated through these mailboxes. Each faculty member should check his/her mailbox each day he/she is at the campus or center for mail and messages.

Materials Required of Students

AUTHORITY: College Policy 6Hx28:5-07. Professors may not require students to purchase materials other than those authorized for the specific course by the supervising administrator.

Off-Campus Meeting Times

AUTHORITY: College Policy 6Hx28:5-10. A professor scheduling any class or function off campus must receive **prior** approval from their department chair. This is done by first completing the "Request for Class to Meet Off Campus" form, which is available in the department office. This form should be submitted to the department chair at least one week prior to the scheduled off-campus activity. After this request has been approved, one copy will be returned to the professor. Prior to travel, the professor must complete an "Authorization for Travel or Absence from Campus" form. The appropriate forms are available through the departmental office. Students **cannot be** required to attend a class which meets off campus. The college is not responsible for students transportation to off-campus meetings.

Student Outcomes

AUTHORITY: College Catalog. See college catalog description of the Valencia student core competencies and CLAST competencies.

Student Rights, Responsibilities and Conduct

AUTHORITY: Valencia Student Handbook. Valencia students are due certain rights by virtue of living in a democratic society and by college policies and procedures. Students also accept certain responsibilities by enrolling at Valencia. A complete statement of student rights, responsibilities and conduct is printed in the Valencia Student Handbook.

Testing

INFORMATION: It is recommended that professors test their students frequently and let them know early in the term how they are doing. Some disciplines may have testing programs for placement, or they may use common examinations at the end of the course. Professors should discuss such matters with their department chair. Other faculty may be willing to share examples of their tests and examinations. All sections of a given course should result in the students achieving the common course outcomes. It is recommended that essay writing be included in testing in every course to polish student writing skills and to promote student expression.

Testing Center

INFORMATION: Each campus maintains a testing center. The testing center specialist will work with professors when you need any of the following services:

1. Assistance in testing of students for programs using self-paced modes of instruction.
2. Alternative times for testing which will enable an instructor to accommodate a student's personal or

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professional commitments which may conflict with a class exam. *However, the Testing Center **may not** be used to test an entire class at one time.*

3. Monitoring assistance for the administration of diagnostic placement tests.

To use these services contact the Testing Center by phone or in person. Complete the "Testing Center Referral Card." Attach a card to each test, and deliver this to the Testing Center or place it in an interoffice mail envelope addressed to the Testing Center

Textbook Selection

AUTHORITY: College Policy 6Hx28:5-06. Textbook selection is made at the departmental or discipline level with professor recommendations. If feasible, textbook selections should be maintained until new editions are published in order to reduce the financial impact on students. Any recommendations or options for textbooks or supplemental materials must be approved by the department chair. Desk copies of adopted textbooks and other available materials will be provided to professors through the department and bookstore or from the publisher but not from both sources.

Textbooks and Course Material

INFORMATION: The textbook and/or other materials required for the course should be used. It is discouraging to students to buy expensive books only to hear a professor denigrate the book or say that it will not be used much. If the professor does not like the assigned textbook, this matter should be discussed with the chair, rather than share negative feelings with students.

Tutoring

AUTHORITY: College Policy 6Hx28:8-09. A professor may not receive compensation for tutoring students enrolled in his/her class. Tutoring is available by arrangement through the Tutoring Center. To be eligible for tutoring, a student must have a referral slip signed by his/her professor, faculty mentor, or counselor. (See the Academic Issues and Procedures portion of this Handbook or see the College Catalog for more information.

Waiver of Fees for Senior Citizens

AUTHORITY: College Policy 6Hx28:06-17. Admission, course and laboratory fees, and tuition may be waived for Florida residents over 60 years of age who register for credit classes on a space available basis on the last day of late registration each session.

CURRICULUM

CURRICULUM

What is Curriculum?

Curriculum is the sum total of all the instructional programs at the college. Generally, curriculum is described in terms of specific courses and patterns of course completion (degree programs). For the purposes of this handbook, the curriculum discussed is limited to credit programs and courses.

The Role of Faculty, Administration, the Governing Board and the Collegewide Curriculum Committee

At Valencia Community College, development of curriculum is an important responsibility of the faculty, administration and governing board. Members of the Collegewide Curriculum Committee are appointed by the president for two year terms. Beyond the committee membership, voter eligibility lists for individual curriculum proposals are automatically generated by the Collegewide Curriculum Committee secretary and are based on current tenured and tenure track faculty status. Every credit course is broadly defined by a collegewide course outline developed and approved by the faculty who teach the courses on the various campuses. The course outline sets the minimum competencies necessary for satisfactory performance (e.g., a grade of "C" or better) in the course. Individual faculty members are responsible for determining and implementing the exact course content for individual courses they teach. This exact course content is explained in the course syllabus prepared by the faculty member and distributed to each student enrolled in the course. Thus, by a combination of collegewide cooperation and individual effort, faculty members determine and manage the specific courses in the college curriculum.

Determination of degree programs is the joint responsibility of faculty, discipline leaders, appropriate academic administrators, the Collegewide Curriculum Committee, the Executive Council, the president and the District Board of Trustees. Degree programs consist of a specific sequence of college level credit courses to be completed by students prior to award of the degree. Determination of degree requirements involves a review of state laws and rules, accreditation requirements, needs of the graduates, intended application of the degree after graduation, university requirements, and business and industry needs. It is the responsibility of the academic administration to ensure the proper college procedures are followed for all curriculum matters and to provide supervision to the instructional process at the college. The faculty and administration work closely with the Collegewide Faculty Association, the Instructional Council, the Curriculum Committee, the Executive Council, and the President to provide leadership and support for an excellent curriculum that meets the needs of Valencia students.

The Collegewide Curriculum Committee is the body responsible for curriculum review and oversight. All new courses, major modifications to existing courses, and deletion of courses must be approved through discussion and specific action of the committee. Degree programs are reviewed, discussed, and approved by the Collegewide Curriculum Committee and the Executive Council.

Curriculum Change

There are six (6) distinct types of curricular change. Curriculum proposals related to each type of change are associated with a specific form including **Credit Program Addition (CPA)**, **Credit Program Modification (CPM)**, **Credit Program Deletion (CPD)** and **Credit Course Addition (CCA)**, **Credit Course Modification (CCM)** and **Credit Course Deletion (CCD)**. These forms are designed to collect key information, response data and required signatures. In order for changes to be considered, forms must be filed with the Collegewide Curriculum Committee according to agenda deadlines on the committee's annual calendar. Individual proposals will be recorded, numbered sequentially and scheduled for consideration by the committee secretary.

The Relationship of College Catalog to the Curriculum Committee

The portions of the college catalog that present degree and course information represent materials approved through the curriculum development and review process. Generally, with the exception of minor modifications, all course descriptions and program requirements have been approved by the Collegewide Curriculum Committee prior to inclusion in the college catalog.

When do Curriculum Changes Take Effect?

Changes to the curriculum typically take effect at the beginning of a new academic year; i.e., the fall semester (Session 1). However, depending on existing circumstances, certain changes may also be effective at the beginning of the spring semester (Session 2).

How to Add, Modify or Delete a Degree Program

The following outline describes the key stages of the curriculum change process for credit programs.

1. Identify need and type of action selected (program addition, modification or deletion).
2. Discuss proposal with the department chairs and with faculty who teach in the program area.
3. Obtain the appropriate curriculum form (CPA, CPM, CPD). Forms can be provided by departmental offices, provosts' offices, or the Collegewide Curriculum Committee secretary. Hard copy and computer file versions are both available.
4. Complete the curriculum form according to the instructions provided on the form document.
5. Please note that credit program additions and modifications must include appropriate program outline information.
6. Voter eligibility lists for specific proposals are generated automatically by the Collegewide Curriculum Committee. It is the responsibility of the proposal initiator to request a response from each eligible voter.
7. Once the form is completed, the department chair will submit it to the provost of the campus on which the proposal originates. The proposal then must be routed to the other campus provosts. In addition, Associate in Science program changes must be reviewed, as appropriate, by advisory committees and routed to the assistant vice president for workforce development. The completed form should be submitted to the Collegewide Curriculum Committee for processing.
8. Upon receipt by the Collegewide Curriculum Committee, the form will be reviewed and, if necessary, the proposal's initiator may be asked to clarify any portion of the form that is unclear or incomplete.
9. The proposal will be scheduled for consideration by the Collegewide Curriculum Committee at the next regularly scheduled meeting. Proposal initiators will be notified of the date, place, and time of the meeting, and are expected to appear before the committee to make an oral presentation of the proposal and answer any questions that may arise. Specific rules on the scope and time allotment for presentation have been established in order to expedite committee business.
10. Proposals approved by the Collegewide Curriculum Committee are signed by the chair and forwarded to the president for approval and submission to the District Board of Trustees.
11. Proposals approved by the District Board of Trustees are transmitted to the Florida Department of Education for information. Following approval by the Board of Trustees the program changes are made to the curriculum and the college catalog.

How to Add, Modify or Delete a Course

The following outline describes the key stages of the curriculum change process for credit courses.

1. Identify need and the type of action selected (addition, modification, deletion).
2. Discuss proposal with the department chair and with other faculty who teach in the discipline.
3. Obtain the appropriate curriculum form (CCA, CCM, CCD). Forms can be provided by departmental offices, provosts' offices, or the Collegewide Curriculum Committee secretary. Hard copy and computer file versions are both available.
4. Complete the curriculum form according to the instructions provided on the form document.
5. Please note that credit course additions must include a course outline and course syllabus and modifications to course descriptions must include a course syllabus. See sections on course outline and course syllabus below.
6. Voter eligibility lists for specific proposals are generated automatically by the Collegewide Curriculum Committee. It is the responsibility of the proposal initiator to request a response from each eligible voter.

7. Completed forms should be submitted to the department chair who will secure approval from the provost of the campus on which the proposal originates. Copies of the proposal are routed to the other campus provosts. After signatures are obtained, the completed form should be submitted to the Collegewide Curriculum Committee for processing.
8. Upon receipt by the Collegewide Curriculum Committee, the form will be reviewed and, if necessary, the proposal's initiator may be asked to clarify any portion of the form that is unclear or incomplete.
9. The proposal will be scheduled for consideration by the Collegewide Curriculum Committee at the next regularly scheduled meeting. Proposal initiators will be notified as to the date, place, and time of the meeting, and are expected to appear before the committee to make an oral presentation of the proposal and answer any questions that may arise from committee members. Specific rules on the scope and time allotment for presentation have been established in order to expedite committee business.
10. Proposals approved by the Collegewide Curriculum Committee are signed by the committee chair and forwarded to the president for approval and submission to the District Board of Trustees.
11. Proposals approved by the District Board of Trustees are submitted to the Florida Department of Education for final approval of course prefix, number and title. Following final state approval, course changes are made to the curriculum and the college catalog.

The Course Outline

At Valencia Community College the course outline is intended to be a collegewide document that describes the minimum outcomes expected of each student who successfully completes the course (i.e. with a grade of "C" or better). Each active credit and non-credit course will have an up-to-date course outline on file in appropriate department and provost offices. The course outline is a fundamental statement of course competencies to be used by all professors teaching a given course, whether they be full- or adjunct, at all campuses. The course outline will be reviewed at least every five years with the most recent effective date representing the last time review (and/or revision) was completed. The course outline is intended to be combined with the Course Presentation Form (available through the departmental office) to make a complete curriculum file for each course suitable for filing in curriculum database. While each course outline should contain the same minimal components, the exact terminology and arrangement of topics may vary with discipline upon agreement of the affected faculty members.

The following minimal components should be contained in all Valencia course outlines.

COURSE TITLE:
PREREQUISITE(S):
COREQUISITE(S):
CREDIT HOURS:
CONTACT HOUR BREAKDOWN:
COMMON COURSE NUMBER:
CATALOG DESCRIPTION:
UNIT OR TOPIC TITLES:
EFFECTIVE DATE / REVIEW DATE:
CLAST COMPETENCIES ADDRESSED IN COURSE:
VALENCIA STUDENT COMPETENCIES ADDRESSED IN COURSE:
TOPICS / UNITS IN THE COURSE:
- General Outcome
- Specific Outcomes
- CLAST Competencies addressed in topic
- Valencia Student Competencies addressed in topic

Where are Course Outlines Filed on Campuses?

Copies of course outlines for each discipline are available in the appropriate departmental offices. A complete

set of course outlines is permanently filed by the Collegewide Curriculum Committee.

The Course Syllabus

At Valencia Community College the course syllabus is intended to be the primary document whereby a professor communicates to the student major rules and directions for the course. Each professor must provide a current syllabus to every student in the class. While each professor's course syllabus should contain the same minimal topics, the layout and exact content of the syllabus is the prerogative of the individual professor. Copies of course syllabi should be maintained in the appropriate departmental and provosts office. The following minimal components should be contained in all Valencia course syllabi.

SESSION AND YEAR:	
COURSE:	Name and catalog description
	Credit
	Prerequisites
	Supplemental meeting places and times
	Statement about teaching or reinforcing skills and competencies applicable to CLAST and Valencia outcomes
PROFESSOR:	Name and title (where appropriate)
	Office
	Phone number
	Office hours (also by Appointment)
EDUCATIONAL MATERIALS:	Text - title, edition, author
	Supplements
	Additional supplies (if needed)
	Resources - names and locations
EVALUATION:	Examinations
	Quizzes
	Projects, assignments, papers
	Types of final
	Calculation of final grade (as specific as possible)
CLASSROOM POLICIES:	Attendance
	Make-up examination procedure
	Academic honesty
DISCLAIMER:	Changes may be made at the discretion of the instructor (usually in writing)
SCHEDULE OF CLASSES AND/OR LABS:	
SPECIAL RULES:	

Where to Find a Sample Course Syllabus?

Course syllabi are kept on file by all department offices.

Writing a Catalog Course Description

The course description printed in the college catalog is the only source of information on a particular course available to the student short of her/his individually seeking advice from professors. Since the course description is so important, it should be written as carefully and precisely as possible. The general purpose of the course description is to provide a brief synopsis of the course content and to list any special conditions related to the course. Special conditions might include co-requisites, pre-requisites, departmental approval required, inclusion of a lab, special fees, or whether or not the course meets Gordon Rule requirements. The following list of pointers for writing catalog course descriptions might help:

1. Course title should be short but as descriptive as possible. (Titles should not be repeated in the course descriptions.)
2. The number of credit hours should be printed on the same line as the title.
3. If needed, any prerequisites, followed by corequisites, should be the first item(s) in the body of the course description.
4. If specific approval is required, it should be listed immediately after pre- and/or co-requisites and use the following phrase: "departmental approval."
5. When writing the main body of the course description, consider the following:
   a. Eliminate as much verbiage as possible. Keep the description clear and concise.
   b. Keep items as parallel as possible with existing descriptions for similar courses. Review course descriptions for other courses while writing the new one.
   c. For "Selected Topics" courses number XXX 29__ be sure to make a statement in the description that they may be repeated for credit as long as the content is different each time.
6. If needed, the Gordon Rule writing requirements should be noted after the body of the description.
7. If needed, minimum grade requirements should follow the Gordon Rule information.
8. If the course is a lab or includes a lab and/or if the number of hours instruction per week is needed in the description, they should come next in the description.
9. Special fees, if required, should be typed in parentheses at the end of the description.

Examples of different types of course descriptions are printed below for reference.

BSC 2093C **4 Credits (3,3)**
HUMAN ANATOMY AND PHYSIOLOGY I
Prerequisite: BSC 1010C or MCB 2010C or departmental approval. Tissues, structure and function of integumentary, skeletal, muscular, endocrine and nervous systems, and organs of special sense. Lab exercises emphasize anatomic and physiological principles associated with classroom work. (Special Fee $25.00)

BUL 2241 **3 Credits (3,0)**
BUSINESS LAW I
Introduction to law, its social forces and agencies for enforcement; effects of governmental regulation on business and society, including environmental law, community planning and consumer protection; contracts; personal property, including bailments and sales.

ENC 1101 **3 Credits (3,0)**
FRESHMAN COMPOSITION I
Prerequisites: Score of 83 on writing component of CPT or equivalent score on the other state-approved entry test or minimum grade of C in ENC 0012 and ENC 0012L or ENS 1441; also, score of 83 on reading component of CPT or equivalent score on other state-approved entry test or minimum grade of C in REA 0002 and REA 0002L. Development of essay form; including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and supporting ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. Gordon Rule course which requires 6,000 words of writing. Minimum grade of C required if ENC 1101 is used to satisfy the Gordon Rule and general education requirements.

DEP 2004 **3 Credits (3,0)**
DEVELOPMENTAL PSYCHOLOGY
Prerequisite: PSY 1012. Designed to survey theory and research on development from conception through death. Emphasizes biological and social variables which influence human behavior.

HUM 2232 **3 Credits (3,0)**
HUMANITIES - RENAISSANCE AND BAROQUE
Prerequisite: ENC 1101 or 1101H. Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from Renaissance through Baroque era, emphasizing synthesis of classical and

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Christian elements. Gordon Rule course which requires 6000 words of writing. Minimum grade of C required ifused to satisfy Gordon Rule requirement.

FACULTY PERSONNEL ISSUES

FACULTY PERSONNEL ISSUES

Acceptance of College Policies

AUTHORITY: College Policy 6Hx28:7-00. Upon acceptance of a contract for employment, all employees of the college are deemed to have given consent to the policies of the institution and the laws of the state of Florida, which are enumerated in the Policy Manual.

Adjunct Professors

AUTHORITY: College Policy 6Hx28:8-16. The president is authorized to employ as needed on a part-time basis a professor approved by the Board of Trustees in the same academic year. Employment as an adjunct professor terminates according to the term of the contract, and does not create the expectation of renewal or continued employment at the college.

Annual and Other Leaves of Absence (Applicable to full-time employees only)

VACATION -AUTHORITY: College Policy 6Hx28:07-12. Depending upon the length of service, between 12 and 18 days of leave can be accrued each year by 12-month employees. Up to 44 days of leave may be carried forward to the next calendar year. Teaching faculty do not accrue vacation leave.

INFORMATION: The request for vacation leave must be submitted on a Certificate of Absence form and be approved prior to the effective date of leave. The appropriate form is available through the departmental office.

PERSONAL - AUTHORITY: College Policy 6Hx28:07-16. Up to 4 days of personal leave per fiscal year may be charged to accrued sick leave.

COURT RELATED LEAVE - AUTHORITY: College Policy 6Hx28:07-19. Leave for court appearance as a juror or witness will be granted with pay. Leave must have proper approval and follow prescribed procedure. Please see policy for stipulations.

SICK - AUTHORITY: College Policy 6Hx28:7-13. Sick leave is earned by full-time employees at the rate of one (1) day per month of service and shall be cumulative from year to year. (A month of service is earned when an employee works ½ the duty days in the month or more) The employee's supervisor should be notified, if possible, before the beginning of the work day. A certificate of absence must be filed on return to duty.

SICK LEAVE POOL - AUTHORITY: 6Hx28:07-15 A sick leave pool has been established by the college for the benefit of its faculty and staff. The qualifications for enrollment in the pool and the rules for its operation may be obtained from the Human Resources and are described in the Policy Manual.

Civil Rights Discrimination Grievances

AUTHORITY: College Policy 6Hx28:04-18. Provisions for grievance of alleged civil rights discrimination is outlined in the Policy Manual.

College-Level Teaching Core (CLTC)

INFORMATION: The College-Level Teaching Core is designed to provide a forum for discussion, along with specific instruction, in those matters which critically impact the classroom. The program consists of four, three-hour blocks of instruction which focus on educational policies and issues, learning theory, teaching strategies and learning centered concepts. The program is conducted on the East and West Campuses. The program is available for those who have not previously attended and are presently teaching at Valencia. Adjunct faculty (excluding those adjuncts who are also full-time Valencia employees) who successfully complete all four classes will receive a stipend of $150.00.

Contracts

AUTHORITY: College Policy 6Hx28:08-07. All instructional, professional, and administrative personnel are provided written contracts by the District Board of Trustees. Types of contracts are annual, continuing, four-month, professional, temporary, adjunct, and overload, or supplementary.

INFORMATION: Administrative and professional personnel are eligible only for annual contracts.

Instructional personnel are eligible for continuing contracts upon satisfactory completion of three (3) years of service within a five (5) year period, reappointment for a fourth year without reservations, and a recommendation by the president. The president's recommendation is based on satisfactory completion of the defined tenure process. (See tenure section of this handbook and College Policy 6Hx28:08-10)

Definition of Faculty

AUTHORITY: College Policy 6Hx28:8-00. Faculty is defined as all persons who hold academic rank who teach and/or perform teaching related functions as librarians and counselors. For salary purposes, rank is determined by earned academic degrees, position, and years of service. At Valencia all teaching faculty are called professors, which is a title only and has no relationship to rank or merit.

Drug Testing

AUTHORITY: College Policy 6Hx28:7-36, 7-37. Offers of employment by the college for full-time regular positions are contingent upon the candidate taking and passing tests for the use of illegal drugs. The tests will be conducted by American Medical Lab under the supervision of a medical review officer employed by Elite Services, Inc. using procedures approved by the Florida Department of Health and Rehabilitative Services. Job applicant finalists who refuse to consent to the drug test, refuse to take the test, or who test positive without an adequate explanation will not be hired. Current college employees will not be tested under this program unless they apply for another full-time regular position and become the applicant finalist.

Faculty Employment Requirements

INFORMATION: The completed application must be on file with Human Resources. All required data, such as a copy of the professors social security card, loyalty oath, W-4 withholding tax form, etc., must be on file before the first paycheck is issued. An official transcript with the issuing college's seal must be received in Human Resources before the second paycheck can be issued. If these employee responsibilities are not completed prior to the end of the session, an offer cannot be made for the next session. Faculty should keep in touch with Human Resources to ensure that all materials have been received.

Part of the application procedure includes compliance with the 1986 Federal Immigration Reform and Control Act. This law prohibits employers from hiring anyone other than American citizens and aliens who are authorized to work in the United States. Employers are required to verify employment eligibility of faculty at the time of employment. Verification consists of completing a one-page form (I-9, available through the departmental office) and proving eligibility by displaying appropriate documents such as a driver's license, social security card, etc. This procedure can be completed through the department office or through Human Resources .

Credit Faculty Credentials Review - Procedural Guidelines

A complete explanation of the Credit Faculty Credentials Form and related procedures is outlined below.

1. Preliminary Check on Faculty Applicants
   The department chair or other assigned supervisor should verify any credentialing history at the college by contacting the credentials staff assistant at extension 1280. This preliminary check may provide useful information and help avoid unnecessary duplication.

2. Completion of Credit Faculty Credentials Review Packet
   A specific packet, based on SACS Criteria 4.8.1 (Selection of Faculty) and 4.8.2.1 (Academic and Professional Preparation) has been developed for assessment of faculty credentials. This includes an official form (Credit Faculty Credentials Form) which must be completed and signed by the appropriate department chair or other assigned supervisor. This form establishes an initial review at the department level including response to specific credentialing questions, transcript analysis and collection of a writing sample.

3. Transfer of Review Materials to the Office of the Provost

Upon completion, the credit faculty credentials review packet should be immediately forwarded to the Office of the Provost for processing and assignment to the campus credentials review committee.

4. Credentials Review Committee Assessment
Members of each campuses' credentials review committee will examine individual credentials packets for compliance with SACS Criteria 4.8.1 (Selection of Faculty) and 4.8.2.1 (Academic and Professional Preparation). Formal meetings will be held to discuss any inconsistencies on assessment of individual cases and a committee recommendation on an applicant's credentialing status will be communicated to the provost. A generic form (Credentials Review Committee Cover Sheet) has been developed to record and transfer this information.

5. Review by Provost
Each provost will review credentials review committee recommendations on the status of individual applicants. Approved packets earmarked as Credentialed for Transfer Curriculum (Status CTC) and Credentialed for Non-Transfer Curriculum, Occupational and College Prep Courses (Status CNC) will be forwarded to the credentials staff assistant for database input and submission to Human Resources as an official record. Packets earmarked as Credentialed as an Exception (Status CE) will be forwarded to the President for final approval and required signature.

6. Final Processing of Applicants Credentialed as an Exception (Status CE)
The Office of the President will return packets to the credentials staff assistant. The credentials staff assistant will notify the department chair or other assigned supervisor on the status of the applicant, along with database input and submission to Human Resources as a permanent record.

Credentials Review and the *Criteria for Accreditation* of the Southern Association of Colleges and Schools (SACS)

All credentialing decisions must be consistent with the *Criteria for Accreditation* of the Commission on Colleges, Southern Association of Colleges and Schools (SACS). A synopsis of current guidelines on selection of faculty and academic and professional preparation is provided below.

Regional Accreditation

It is expected that an institution will employ faculty members whose highest earned degree presented as the credential qualifying the faculty member to teach is from a regionally accredited institution. If an institution employs a faculty member whose highest earned degree is from a non-regionally accredited institution within the United States or an institution outside the United States, the institution **must** show evidence that the faculty member has appropriate academic preparation.

Proficiency in Oral and Written Communication

Institutions **must** ensure that each faculty member employed is proficient in oral and written communication in the language in which the assigned courses will be taught.

Academic and Professional Preparation for Various Teaching Areas

The following listing provides an overview on specific degree and course work requirements for various teaching areas.

- humanities/fine arts; social/behavioral sciences; natural sciences/mathematics
  18 graduate semester hours in the teaching discipline + master's degree
  or
  master's degree with major in the teaching discipline

- professional, occupational or technical areas other than physical activity courses that are components of associate degree programs designed for college transfer

18 graduate semester hours in the teaching discipline + master's degree
or
master's degree with major in the teaching discipline

- professional, occupational and technical areas that are components of associate degree programs not usually resulting in college transfer

appropriate academic preparation or academic preparation coupled with work experience (minimum academic degree must be at the same level at which the faculty member is teaching)

- non-degree diploma or certificate occupational courses

some college or specialized training, but with an emphasis on competence gained through work experience

- basic computation and communication skills in non-degree occupational programs

baccalaureate degree and, ideally, work or other experience which helps relate these skills to the occupational field

- adult basic education courses below the collegiate level

baccalaureate degree and attributes or experiences which help them relate to the particular needs of the adults they teach

- remedial programs

baccalaureate degree in a discipline related to the teaching assignment and either teaching experience in a discipline related to the teaching assignment or graduate training in remedial education

Exceptions (Non-Regionally Accredited Institutions, Academic Exceptions)

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and non-transfer courses. Such cases **must** be justified by the institution on an individual basis.

It is the responsibility of the institution to keep on file for all full-time and adjunct faculty members, documentation of academic preparation, such as official transcripts, and, if appropriate for demonstrating competency, official documentation of professional and work experience, technical and performance competency, records of publications, certifications and other qualifications.

Evaluation of Instruction

AUTHORITY: College Policy 6Hx28:8-10. It is the responsibility of the campus administration to conduct an on-going evaluation of the quality of instruction. Various types of data are used for this evaluation, including in-class observation, review of instructional materials, and the "Student Evaluation of Instruction" form, which each professor will be directed to circulate toward the end of each term. After professors have submitted their Final Grades to the Records Office, the student evaluations will be returned to them by the department chair. Campus administration may request an opportunity to discuss these with the professor.

Evaluation of Instructional Personnel

AUTHORITY: College Policy 6Hx28:8-10. Annually, each department chair or provost/director will evaluate the work of faculty within his/her area of responsibility. Professors will be evaluated by students in their classes near the end of Session 1 and Session 2. Forms and instructions are available through the office of the campus provosts. (See Forms section of this Handbook.)

Faculty Academy

INFORMATION: Faculty Academy is a required program of orientation and professional development for all tenure track faculty and professionals at Valencia Community College. The underlying philosophy of the program is to enhance the candidate's knowledge of the college so that he or she may improve the overall opportunity for students' success.

The purpose for orientation and professional development is to:

1. Provide a broad understanding of the college's operations and systems of support for faculty and students
2. Facilitate opportunities which encourage instructional and professional growth
3. Create opportunities for personal and professional contributions to students, the department, the college, and the community.

The orientation and professional development program includes 135 hours of professional development, an orientation to college systems and services, and the preparation of a Teaching and Professional Development Portfolio. This program lasts for approximately 2.5 years. The Teaching and Professional Development Portfolio is due by approximately December 15 of the third year of tenure track employment.

Generally, the first year focuses on an orientation to the program and an overview of the college's policies, procedures, services, facilities and people. The second year allows the candidate to become immersed in discipline and department issues, college projects and community service. While the first half of the third year focuses on completion of the Teaching and Professional Development Portfolio, candidates should be continually documenting each year's activities as outlined in the directions for preparing the Teaching and Professional Development Portfolio. Further, required activities not attended in the first two years may be attended in the first half of year three, if they are available.

Activities for the first year of the program are divided into seven areas. Those areas include: Orientation, College Level Teaching Core, Student Services, Programs and Instruction, College Demographics and Facilities, Governance and Faculty/Instructional Support Services. Activities have been designed so that faculty may individualize professional development plans. That is, while there are required activities within each area, many may be selected based on the faculty member's interest in specific processes and services. And, faculty will have an opportunity to schedule specific activities at their convenience. Most activities are scheduled on several campuses to minimize the need for travel.

During the second year faculty members should complete 50 or more hours of professional development activities. These hours may include attending conferences, workshops or seminars in specific academic or other professional development areas. Faculty may also choose to attend graduate or other pre-approved college credit courses, develop courses or contribute to departmental curricula. Plans of this nature should be developed in concert with, and approved by the department chair. Year two may also include attending activities missed in year one.

Finally, during the first half of year three, faculty will complete a comprehensive Teaching and Professional Development Portfolio which documents the teaching and other accomplishments of the two and one half years of tenure track employment.

Faculty Meetings

AUTHORITY: College Policy 6Hx28:4-15. The college president may call faculty meetings on a center, campus or collegewide basis. Usually, faculty meetings are at the beginning of the academic year or semester for introductions, announcement of special events or projects, anticipatory actions, special comments about the college and its personnel, and general announcements. Other special meetings may be conducted periodically. Full-time faculty are expected to attend departmental and other meetings as a part of the contractual obligation.

Insurance: Hospitalization, Major Medical and Life

AUTHORITY: College Policy 6Hx28:6-24. Full-time employees are covered by approved hospitalization and

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major medical insurance (beginning the first of the month following the date of hire in the full-time positions). Family plans by payroll deduction are available. Life insurance coverage of $10,000 for life and accidental death and disability benefits is paid by the college. Supplemental coverage based upon contracted salary is also available by payroll deduction. A schedule of amounts is available in the Payroll Office. Part-time employees are not eligible for health plan coverage or life insurance.

Other Insurance

INFORMATION: Florida Worker's Compensation, employee personal liability, college property, and other insurance are carried by the college.

Job Descriptions - INFORMATION:

TEACHING FACULTY are primarily responsible for student instruction, which includes lesson planning and presentation, paper grading, test preparation and administration, committee assignments, and student consultation.

PROGRAM DIRECTORS are responsible for the smooth functioning of their respective academic/career programs. Duties include class scheduling and supervision, participating in assigned (in-house) committees, instructing as per faculty responsibilities, keeping in touch with community and business needs in their area, recruiting faculty in specialty areas, and other duties as required. Special attention must be given to the administration and operation of the Program Advisory Committee, as may be appropriate.

DEPARTMENT CHAIRS are responsible for specific disciplines assigned to them. This includes supervision, budget preparation, class scheduling, filling full-time and part-time staff positions, office management, faculty and student consultation, faculty evaluation, possible instructional responsibilities, off-campus contacts, and committee assignments.

COUNSELORS and Educational Advisors are responsible for advising students in preparation of educational plans and course selection.

LIBRARIANS are non-teaching faculty members responsible for building and maintaining the collections of the Learning Resources Center and assisting students and other faculty in effectively utilizing these collections.

Detailed job descriptions for all categories of employees may be reviewed in the Job Description Manual available to all employees in Human Resources, Learning Resources Center and Provost's offices.

Leadership Valencia

INFORMATION: In response to expressed needs and interest of faculty and staff. Valencia Community College offers professional development opportunities for all employees, full-time and part-time, through the Leadership Valencia program. Currently the Leadership Valencia schedule is announced through a printed program and in the *Bulletin*, the weekly employee newsletter; and the Valencia home page.

Workshops are provided free of charge, at the Professional Development Center and on campuses during the fall, winter and summer sessions. Each term a volunteer task force identifies training needs, recruits qualified instructors, and facilitates workshops. Presenters are typically staff members, experts in their fields who often present seminars and workshops at state and national conferences. Some examples of topics offered to date include: *Cooperative Learning Training, Teaching Techniques for Introductory Courses, The MBTI in Teambuilding,*, Stephen Covey's *Principle-Centered Leadership, Instructional Presentations on PowerPoint* and *Getting Started on the Internet.*

Leadership Valencia is managed by College & Community Relations. To obtain additional information, *submit a workshop suggestion, or volunteer for the Leadership Valencia Task Force, please call extension 3122.*

Nonrenewal of Contract, Suspension or Dismissal

AUTHORITY: College Policy 6Hx28:8-11. The period of employment for adjunct and full-time temporary

faculty members is stated in their contracts for employment. Administrative personnel and/or instructional personnel under continuing contracts or on annual contracts may be dismissed or suspended during the college year in accordance with and pursuant to the procedures provided by Florida law.

Overload or Special Teaching

AUTHORITY: College Policy 6Hx28:8-04. Either full-time professors on an overload basis or credentialed persons from the community may be employed to teach classes not taught by full-time faculty as part of their regular assignments upon recommendation of department chairs. Full-time faculty are expected to increase the length of the work week to accommodate individual teaching schedules.

INFORMATION: A "Personnel Action Form for Supplementary Services" (available through the departmental office) must be completed and signed by full-time faculty teaching overloads specifying teaching assignments. Compensation is based upon the number of weekly contact hours taught per session and earned academic degree in accordance with the current faculty schedule.

Personnel Records - Custodian

AUTHORITY: College Policy 6Hx28:7-04. The Assistant Vice President for Human Resources is designated as the custodian of faculty and staff personnel records. Applications, transcripts, addresses and telephone changes, record of dependents, and other pertinent information are on file in Human Resources.

Prior Service Credit and References

AUTHORITY: College Policy 6Hx28:8-05. A maximum of five (6) years of educational experience outside of Valencia Community College will be allowed as a factor in determining salary provided such experience has been within the past fifteen (15) years. A year's credit is defined as employment of more than half the required duty days in an academic year as a full-time employee.

Recruitment and Appointment of Faculty Members

AUTHORITY: Employee Recruitment and Selection Guide. Full-time faculty are hired as the result of a structured recruitment process. The recruitment process normally involves public advertisement for a period of four weeks prior to closing of the applications. Upon completion of advertisement, a selection committee reviews credentials of applicants, conducts interviews, and makes a recommendation to the appropriate campus provost. Adjunct and temporary full-time faculty may be hired without the four week advertisement process depending upon need. Recommendations to hire faculty members are based, in part, on a review of prior related experience and the assessment of the applicant's academic preparation as described in the faculty credentialing procedure. A complete description of the faculty recruitment and appointment process is available in Human Resources.

Resignations

AUTHORITY: College Policy 6Hx28:8-15. Resignations should be submitted prior to July 1 to be effective the following academic year. A signed contract of employment shall be binding on both the college and the employee. When a resignation is submitted after July 1, the employee requesting release is expected to fulfill the contract until such time as a qualified and satisfactory replacement has been secured.

SALARY ISSUES

INFORMATION:

Salary Schedule

A printed salary schedule is available from the Office of Administrative Services and is on file in Human Resources, department offices, and provost's offices. The salary schedule shows annual salaries for full-time instructional and non-instructional faculty based upon years of experience and earned academic degree. Overloads are paid by rank and contact hours taught. The scale is included in the salary schedule.

Paychecks

Checks for full-time college employees are issued by Payroll Services and distributed through the finance offices. Part-time employees may request Payroll Services to mail their checks. Paychecks are issued on a bi-weekly basis every other Friday for full-time faculty. Adjunct faculty checks are issued on the second bi-weekly payroll of each month. The schedule for pay dates is available through department offices and Payroll Services. Optional direct deposit is available for full-time employees. Full-time faculty may also choose between 22 or 26 payments per year.

Payroll Deduction Authorization

AUTHORITY: College Policy 6Hx28:6-21. Employee payroll deductions are authorized for the following items when required by law or requested in writing by the employee:

Deposit of paychecks to bank accounts for full time employees
Federal taxes
Group health and life insurance
Central Florida Educators' Federal Credit Union
Premiums for life and health insurance
Qualifying employee organizations
Social Security
Tax sheltered annuities
United Way
Valencia Community College Foundation, Inc.
Retirement
Approved Franchised Insurance
Alternate Plan to Social Security

Substitute Professors

AUTHORITY: College Policy 6Hx28:08-17. A professor not under contract to the college and employed for fewer than eleven (11) days to fill a regular position is a substitute professor. Approval for substitution must be made in advance by the regular professor's immediate supervisor.

AUTHORITY: College Policy 6Hx28:08-17. The regular substitute salary rate applies for the first ten (10) working days after which the hourly rate for overloads applies. The overload rate is used as soon as it is verified in writing that the regular professor's absence will be in excess of ten (10) working days. Office hours of a regular professor doing substitute teaching may need rescheduling and should be coordinated with the appropriate chair or provost.

Teaching Schedules

AUTHORITY: College Policy 6Hx28:08-02. A schedule of teaching and other on-campus/center hours including student conferences, preparation for classes, grading papers, meetings, and committee work must be submitted through the department chair to the appropriate provost for approval.

AUTHORITY: College Policy 6Hx28:08-04. One evening class per session is normally part of a professor's regular duties. However, certain programs may require faculty to teach more than one evening class per week. One to three (1-3) preparations per session may be expected.

Hours of Work and Teaching Load

AUTHORITY: College Policy 6Hx28:08-02. A full-time professor will be on duty for at least 35 hours per week. The professor can expect, normally, to be assigned 4 day and 1 evening 3 credit hour classes or the equivalent per session (semester) with approximately half that teaching load during a summer session.

AUTHORITY: College Policy 6Hx28:08-04. A professor who teaches fewer than 15 semester hours per session and who is on duty fewer than 35 hours per week is classified as part-time. Adjunct faculty may teach 9 semester hours per term or 27 semester hours per academic year. (See also Duty Hours in this Handbook.)

Temporary Appointments

INFORMATION: An appropriately certified temporary college employee may fill the position of a full-time certificated employee who is absent for more than ten (10) days.

Tenure

AUTHORITY: College Policy 6Hx28:08-07, 08-10. Tenure refers to the condition of "continuing contract" that is available to those full-time faculty who meet the criteria defined by Board policies. The minimum credentialing requirement as described in the credentialing section of this handbook must be met by a faculty member before tenure is granted. Tenure is defined as a professional status conferred upon faculty members who have been judged to have demonstrated scholarship and teaching ability or other skills sufficient to warrant recognition of their achievement of predetermined standards of professional competence. The achievement of tenure indicates responsible professional performance over an extended period and carries with it an ongoing contract of employment with the institution which can be terminated only in accordance with law and rules of the State Board of Education. A description of procedures and guidelines for granting tenure is contained in college policy 6Hx28:8-10. Additional information regarding tenure requirements and procedures is available in departmental and provost offices.

Tuition Reimbursement and Waiver

AUTHORITY: College Policy 6Hx28:07-07. Eligible employees may register for courses offered by the college up to a maximum of 6 credit or equivalent hours per term with matriculation and tuition fees paid through staff and program development (SPD) funds. In addition, faculty may be eligible for reimbursement of tuition or registration fees for taking courses at other institutions or attending conferences, seminars, etc.

AUTHORITY: College Policy 6Hx28:07-08. Spouses and/or dependents of college employees* are eligible for waiving matriculation or tuition fees up to a maximum of six credit or equivalent hours per term. An employee who wishes to take advantage of this benefit must complete the proper form at the time of registration, which must be approved by the appropriate supervisor(s) and submitted to the proper office as specified in the policy. Appropriate forms are available through the departmental office. Adjunct faculty members are not eligible for tuition reimbursement.

* - Dependent: A person who has not attained age 24 and who either resides with the employee or lives apart and receives support from the employee.

Vacation

See **Annual and Other Leaves of Absence.**

FORMS IMPORTANT TO FACULTY

Professors may need to utilize a variety of forms to accomplish various tasks. A partial list of college forms is shown below. For more information on how and when to use these and other college forms, please consult the department chair or other designated source. Blank forms may also be obtained from the department office.

(Partial list)

Administrative Evaluation of Professor - Supervisor evaluation of professors.

Evaluation of Supervisor - Evaluation by professor of department chair.

Student Evaluation of Instruction - Evaluation of instruction by students.

Authorization for Travel - For off-campus conferences, meetings, etc.

Interim Progress Notification - Replaces excessive absence and mid-term progress notifications.

Certificate of Absence - For sick and personal leave.

Contract - Initial and renewable employment agreement.

P-25 - Personnel Action Form for Full-Time Employees
P-26 - Personnel Action Form for Supplementary Services
P-27 - Personnel Action Form for Part-time Services

Faculty Credential Form - Academic preparation appropriate to teaching assignment.

Final Grade Entry Form - For entering all students' final course grades.

Guest Speaker Request - Outside speakers for classes.

Maintenance Request Form - For requesting maintenance from Physical Plant personnel.

Per Diem Voucher - For payment for off-campus conventions, etc.

Removal of Equipment Form - To seek authorization to move or use equipment off-campus.

SPD Forms - Tuition reimbursement.

Supplementary Services (Overload Contract. See Contract.)

Testing Center Referral - For make-up and other testing of students.

Tuition Waiver - To seek approval for the college to fund employee tuition.

Withdrawal "W" - Students officially leaving class **before** the withdrawal deadline.

Withdrawal "WP" or "WF" - Students officially leaving the class **after** the withdrawal deadline.

GLOSSARY

GLOSSARY

Academic Advisors - Career service staff working in the counseling offices who are trained to do orientations and academic advisement of students.

Academic Average - Average of grades in all college courses completed, exclusive of repeats. (See GPA)

Academic Warning - A notice sent by the college that requests students to see a counselor as a result of their lack of progress in maintaining the academic standards of the college.

Accreditation - Certification that the college has met established standards and is recognized by the regional or state accrediting association.

Adjunct Faculty - Part-time instructional personnel usually employed for a specified term in their discipline specialty.

Administration - The professional staff consisting of the chief administrative officer and other administrative personnel who carry out duties defined by the institution.

Advanced Placement - Earning of college credits prior to enrollment at Valencia Community College by passing certain examinations, such as those by the College Entrance Examination Board.

Arena - Weekly student affairs publication available throughout the West Campus with announcements and important information for students and staff.

Articulation Law - State law that mandates acceptance with junior standing of Associate in Arts degree completers from any of Florida's public community colleges into the state university system (Florida Statutes Section 240.115(1)(a), State Board of Education Rule 6A-10.024).

Assessment - Initial testing program for new students to aid in placement in English, mathematics, reading and study skills.

Audit - Regular credit course taken for non-credit.

Career Programs - Two-year Associate in Science degree programs with courses designed to prepare the student for a specialized occupation.

Class Period - Time frame within which a class meets.

CLAST - College Level Academic Skills Test is an achievement test of communication and computation skills which community colleges and state university faculty expect of students completing the sophomore year. CLAST or another legislatively approved means of demonstrating college-level academic level skills is required for the award of the A.A. degree and for admission to upper division at all state universities in Florida.

College Level Examination Program - CLEP provides for credit by examination by College Entrance Board tests in specified subjects, with such credit applicable toward a degree.

College Night - An evening of opportunity for students, prospective students, families and friends to visit Valencia and meet representatives of more than one hundred colleges and universities.

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Competency-Based Program - Emphasis is placed on mastery of skills for a particular job occupation for the benefit of the learner.
Continuing Professional Education - See non-credit.

Continuing Education Unit (C.E.U.) - One C.E.U. is awarded for every ten (10) contact hours of participation in an organized continuing education/non-credit course.

Contract - an agreement between the college and the faculty member describing the conditions of employment.

Corequisite - A course required to be taken at the same time as another course.

Credit-By-Examination - College credit in specified subjects granted by successful completion of local or national tests.

Credit Hour - A semester hour of credit usually equal to the number of hours per week the class meets per session. There are a number of exceptions.

Cross-Enrollment - A student enrolled by mutual agreement at one educational institution where a degree is sought taking certain specified courses at another institution at the same time to meet particular degree requirements.

Curriculum - The sum total of the organized opportunities and experiences available to students provided by the college.

Dual Enrollment - A high school student who is taking a college level course and receives both high school and college credit.

Early Admission - Enrollment at Valencia by high school seniors in place of their senior year of high school or after hours. (Permission of high school required.)

East Wind - Weekly student affairs publication available throughout the East Campus with announcements and important information for students and staff.

Financial Aid - The act of providing grants, loans, or scholarships to students who meet guidelines.

Full-Time Student - A student enrolled for twelve (12) or more semester hours in Sessions 1, 2 and 5 or six (6) or more semester hours in Sessions 3 or 4.

General Education - A set of liberal arts courses required as a component of all degree programs.

Grade Point Average (GPA) - Dividing total quality points earned by total semester hours completed, resulting in a decimal figure ranging from 4.00 to 0.00 inclusive.

Graduation Check - A verification that a student has met requirements for graduation. Students should request a graduation check after completing 40 semester hours but before the student's last semester.

Independent Study - A method for students to study a course through a one-to-one contact with an individual professor.

Matador Day - Annual entertainment event in Session 1. See catalog for details.

Matadors - College nickname reflecting the Spanish influence in reference to college and personnel.

Minimester - A short term of credit instruction offered within a regular session. (See appropriate schedules.)

Non-credit - A continuing education course that does not count toward a college degree. (See Continuing Professional Education.)

Osceola On-Campus - Weekly student affairs publication available throughout the Osceola Campus with announcements and important information for students and staff.

Park News - Weekly student affairs publication available throughout the Winter Park Campus with announcements and important information for students and staff.

Part-Time Student - Enrollment for fewer than 12 semester hours in Sessions 1, 2, or 5 or fewer than 6 semester hours in Sessions 3 or 4.

Prerequisite - A course which must be satisfactorily completed before taking the next higher level related course.

Probation - A status under which a student attends the college with a less-than-satisfactory overall academic average.

Provisional Student - One seeking a degree who has not met the necessary requirements of admission.

Quality Points - The value, ranging from 4 to 0 for grades "A" to "F" for all courses attempted, used in determining academic average (GPA).

Regular Student - One whose admission requirements have been fully met and who is working toward a degree.

Reserve Officers Training Corps - A system for training persons for military reserve officer status while they are enrolled in college. Valencia cooperates with Stetson University and the University of Central Florida to provide R.O.T.C. credit and degree credit.

Residency - To qualify for local in-state tuition, a student must sign a notarized statement as to having resided in the state of Florida 12 calendar months prior to the start of classes.

Scholarships - Financial assistance granted to certain qualified recipients, usually for some specified purpose.

Session - Period of time in which courses are offered.

Special Student - One taking credit courses but not for a degree.

Student Activities - Various projects, endeavors, contests, and functions of an extracurricular nature engaged in by students under college sanction.

Student Classification - As to full-time or part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

Student Government Association (SGA) - A student organization that represents students and their concerns. (East, West, and Osceola Campuses only.)

Student Load - Number of hours carried each session.

Suspension - Student status when terms of academic or other probationary period expires without removal of the cause of

probation and the student must sit out a semester. Thereafter the student must submit a written request to return.

Transfer Student - One who comes from or goes to another educational institution for academic pursuit.
Transient Student - A student enrolled at another institution who is allowed to meet part of his academic requirements by taking one or more courses at Valencia.

Tutorial Assistance - Special academic help in specified subjects provided through the tutoring centers, Disabled Student Services and Veterans Affairs.

University Parallel - Courses of study leading to Associate in Arts and advanced degrees requiring general education and usually certain preprofessional subjects.

Valencia Source - Student newspaper published for distribution collegewide.

Weekend College - Classes offered on Friday evening, Saturday, and Sunday during the regular academic year for convenience of people who work during week days.

Withdrawal - Removal from a class and/or college via completion of proper forms in the Registrar's Office.

SERVICES FOR STUDENTS WITH DISABILITIES

SERVICES FOR STUDENTS WITH DISABILITIES

THE PROGRAM

Valencia Community College has become one of the most accessible colleges to students with disabilities in the state of Florida. The mainstream accessibility to all of the degree programs is a result of the ongoing commitment of the administration, the dedicated efforts of the Office for Students with Disabilities staff members and the creative energies of the teaching faculty.

Valencia encourages activities that help to modify both attitudinal and programmatic barriers throughout the institution to allow students full advantage of their right to an education.

Students with disabilities have access to:

?? barrier-free design campuses
?? trained and experienced counselors and advisors
?? reasonable accommodations
?? academic support systems

The student and program counselors meet to determine the type and level of accommodations the student may require for academic success. Reasonable accommodations must be established individually.

The Office for Students with Disabilities does not offer the following services:

?? attendant care
?? transportation
?? housing assistance
?? financial assistance

PROGRAM SERVICES

APPLICATION

Program staff may offer:

?? assistance with forms
?? individual orientation
?? alternative placement testing e.g. large print, extended time
?? academic advisement
?? priority registration

COUNSELING

Program counselors may offer:

?? short term personal counseling
?? referral to appropriate community health and mental health agencies
?? vocational/academic guidance
?? educational advising each semester

ACADEMIC SUPPORT

?? tutoring - reserved for students with special challenges to learning, e.g., quadriplegia, learning disability. The Tutoring Center is available to all students.

?? notetaking - by an identified classmate who will be given a small stipend at the end of the semester
?? interpreters for the deaf - Interpreters are available for classes, resource time and campus activities.

COMMUNITY LIAISON
?? liaison with secondary institutions to facilitate transition of students with disabilities
?? information and referral for support services from community agencies
?? provision of program information as requested by community members and agencies

CAREER SERVICES

Valencia provides supportive services to assist students in identifying career goals and achieving successful transition from college to employment.

Career placement advisors can assist students with the following program areas:
?? career assessment
?? resume writing
?? job research and development
?? interviewing skills and development
?? co-op and job placement

Contact staff members in the Office for Students with Disabilities on each campus.

ELIGIBILITY
Students must submit documentation from an appropriate professional to verify the presence and impact of their disability (contact the Office for Students with Disabilities for documentation requirements).
Disabilities may include such diseases and conditions as:
?? Persons who are blind or visually impaired
?? Persons who are deaf or hearing impaired
?? Persons with speech impairments
?? Persons with mobility impairments
?? Persons with learning disabilities
?? Persons with psychological impairments
?? Persons with one or many serious contagious and non-contagious diseases, including HIV/AIDS, epilepsy, cancer and tuberculosis

Contact the Office for Students with Disabilities to apply for services.

For further information on services for students with disabilities, please contact one of the program offices listed below:

EAST CAMPUS OFFICE
Building 5, Room 212
(407) 299-5000, ext. 2229
TDD PHONE: (407) 277-0238

WEST CAMPUS OFFICE
SSB 102
(407) 299-5000, ext. 1523
TDD PHONE: (407) 298-7032

OSCEOLA CAMPUS
Building 1, Room 140G
(407) 299-5000, ext. 4167
Toll Free from Osceola:
(407) 847-5011

WINTER PARK CAMPUS
850 West Morse Boulevard
Winter Park, Florida 32789
(407) 299-5000, ext. 6887
TDD PHONE: (407) 423-8257

TDD PHONE: (407) 847-3626